

Green Street Arts Center

Volunteer Job Descriptions



1. Event Volunteer

Days and hours vary

Requires modest clothing appropriate for hosting an evening out.

Each session Green Street presents between five and fifteen special events including Salsa Socials, Sunday Salon Discussions, performances, open houses, and more. Event Volunteers assist with set up of reception area, greeting guests, breakdown after event, and box office work.

2. Office Volunteer

Days: Monday-Friday

Hours: 9am-5pm

Requires modest, office-appropriate clothing without rips, stains, or offensive language.

Volunteers assist with word processing, data entry, filing, photocopying, bulk mailings, text editing, and other tasks. They may also assist with reception and answering phone calls.

3. Marketing Volunteer

Days and hours vary

Requires modest clothing with no rips or stain. Walking and driving often needed. Good knowledge of computer and internet. Friendly persona.

Volunteers assist with creation and/or distribution of marketing materials throughout the Middlesex region.

4. Gardener

Days and hours vary.

Late March to late October

Requires work clothing good for digging in the dirt.

Volunteers assist with tending the garden boxes in front and the Mary Susan Gawlak Memorial Garden in back of Green Street. Tasks include digging, planting, watering, weeding, and more. Knowledge of gardening a plus.

5. Special Skills

Days and hours vary.

Volunteers who possess skills or professional/technical experience that may benefit Green Street such as photographers, graphic designers, etc. are encouraged to contact us.