



32 Jones Street
Jersey City, NJ 07306
(201) 963-4779

Volunteer Application

Here at The Hudson Pride Connections Center we are very lucky to have many dedicated volunteers that make it possible for us to do the work that we do. We invite you to get involved and become a vital part of our community by volunteering and becoming a part of the Hudson Pride Connections Center family.

It is with the help of our volunteers that we're able to offer a variety of programs, services and events while maintaining our facility and keeping things running smoothly. Volunteers help us in many areas: they greet our visitors, answer phones, maintain the facility, create flyers, help at events, and even keep our cabinets full of snacks and beverages for our clients.

Our Volunteer Program is very flexible and we have an array of volunteer opportunities available that are sure to fit your interests and availability. There is no experience necessary and Adults of all ages and Youth are all welcome and encouraged to volunteer with us!

How to become a HPC volunteer:

Complete Volunteer Application: Mail it to us at Hudson Pride Connections Center, 32 Jones Street, Jersey City, NJ 07306.

Some of the Volunteer Opportunities we have available:

“Office Assistant Volunteer”

Purpose: The position of our Office Assistant Volunteer is to help with the daily running of our agency. Office Assistant volunteers work closely with the staff on site. They will provide administrative/clerical support while helping to maintain the office environment.

Key Responsibilities:

- Data Entry
- Filing and organizing client and volunteer folders
- Copying, scanning, and faxing, and shredding
- Working on special projects, events, and assignments with staff
- Answering office phones and taking messages when needed
- Other clerical duties as needed.

“Job Title: Special Event Staff”

Purpose: Hudson pride Connections Center is always hosting events or sponsoring other organizations events. We are therefore constantly in need of volunteers to staff these events.

Key Responsibilities:

- Responsibilities vary depending on the event. Contact us for details.

“Tutoring Specialist”

Purpose: Tutoring Specialist will set up a schedule to work with some of our youth here at the center to help them with specific subjects they are having difficulty in.

Key Responsibilities:

- Develop a schedule
- Find out youths educational needs
- Tutoring sessions 30-60 minutes

“Hudson Pride Gardner”

Purpose: The position of our Hudson Pride Gardner works to maintain the grounds and taking care of the garden. This means also organizing and coordinating all activities in the garden.

Key Responsibilities:

- Coordinator
- Garden Maintenance
- Water
- Planting

“Facility Manager”

Purpose: The position of our Facility Manger is responsible for all maintenance and general up keep of the building. The Facility Manager is responsible for performing routine building maintenance that provides a clean, sanitary, comfortable, orderly, and satisfying surroundings in the office.

Key Responsibilities:

- Sweep or Mop floors
- Empty trash containers
- Cleaning Office bathrooms
- Making sure there is always paper towels and toilette paper
- Fill soap dispensers
- Helping to clean up after big events or programs

“Co- Facilitators”

Purpose: The position of our Volunteer Co-Facilitator is to assist the group counselor in all roles of delivering the organizations programs and services while in group. This will include facilitating portions of the group under the supervision of the counselor, helping to come up with weekly or bi-weekly meeting ideas and agendas, and any other tasks discussed with by the group counselor.

The groups that we are currently looking to have Volunteer Co-Facilitators in are as follows. Please familiarize yourself with these groups descriptions on our website.

Youth Connect
SAGE

Key Responsibilities:

- Will arrive 30 minutes prior to group beginning
- Set up group room and brief with staff leader regarding group for that day
- Will select a portion of group to facilitate each week
- Help to come up with weekly or bi-weekly meeting ideas and agendas
- Shall notify their staff leader and the volunteer coordinator if they are going to be absent from group.

“Pride Festival Volunteer”

Key Responsibilities: Pride Festival Volunteers can take on a variety of roles: help with the numerous pre-festival tasks; work on various committees set up to handle all aspects of Pride, including marketing, fund raising, and entertainment; work with a group of staff and volunteers to carry out festival-day events. You can lend a hand on a number of pre- and day-of duties.

Other - You Tell Us What You Would Like To Help With! We are always open to new ideas.

Would you like to volunteer your professional skills and services?

Individuals with professional skills contribute regularly to the work at the Center. We are always in need of people with prior experience or training in the following areas:

- Accounting
- Event planning
- Graphic Design
- Database Management Marketing
- Fund Raising Writing/Editing

“Board of Directors & Board Committees”

If you are interested in applying to serve on our Board of Directors or in joining one of our & Board Committees please contact our Executive Director Jonathan Lucas for more information at volunteers@hudsonpride.org or call (201) 963-4779 ext 112.

Date:	
Name:	
Gender Pronoun:	<input type="checkbox"/> She, Her, Hers <input type="checkbox"/> He, Him, His <input type="checkbox"/> They, Them Theirs <input type="checkbox"/> Other:
Date of Birth:	
Address:	
City, State, Zip:	
Cell Phone:	
Another Phone:	
Email:	

Areas of Interest (Choose at least 1 interest)

Please check the area(s) in which you are interested. For descriptions refer to the volunteer opportunities listed above.

- Event Volunteers
- Office Assistance
- Maintenance Help
- Support Group Facilitator
- Outreach Volunteer
- Social Media Volunteer
- Accounting
- Graphic Design
- Database management

- Grant Writing
- Other

Please list any additional/other areas in which you are interested in volunteering.

Availability Please check the times when you are available or write them below.

I tend to be available for volunteer work: Daytime Evenings Weekends

I would like to volunteer: Once in a while Monthly Weekly

How did you hear about the Hudson Pride Connections Center?

Please list previous volunteer experience(s): _____

What is your field of study? _____

What is your educational background? _____

Are you currently employed? If so, Where? _____

Please respond to the following questions. *Feel free to use the back if necessary.*

What motivates you to apply as a volunteer for our organization?

What experiences have you had working with the LGBT Community and people living with HIV/AIDS?

What do you hope to gain from being a volunteer?

Thank you! Please email your application at volunteers@hudsonpride.org or call (201) 963-4779 with any question