



Great Swamp Watershed Association

P.O. Box 300 • New Vernon, NJ 07976 • 973-538-3500 • www.GreatSwamp.org

Protecting our waters and our land for more than 30 years

Volunteer Opportunity: Library & Media Assistant

The Great Swamp Watershed Association (GSWA), located in Harding (Morristown), New Jersey seeks a volunteer or volunteers willing to assist with several media, library, and research tasks related to the organization's mission to protect the waters and the land of the Great Swamp watershed region.

GSWA is willing to divide responsibilities between multiple, interested volunteers when appropriate.

This unpaid volunteer position is supervised by the Director of Communications & Membership.

About the Organization

The Great Swamp Watershed Association (GSWA), founded in 1981 and located in Harding Township, is the only not-for-profit, member-supported environmental organization dedicated to protecting the waters and the land of New Jersey's 55-square-mile Great Swamp watershed region.

We monitor water quality, investigate land use issues, and also provide environmental education to community groups, teachers, and students so that everyone in and beyond our watershed may better understand how important it is to protect our water sources and preserve the natural beauty of our environment.

Much, but not all, of our work takes place in these ten towns in Somerset and Morris counties: Bernardsville, Bernards Township, Chatham Township, Harding Township, Long Hill Township, Madison Borough, Mendham Borough, Mendham Township, Morristown, and Morris Township.

Requirements

Volunteer(s) should have:

- Strong computer skills, including the ability to use Microsoft Word and Microsoft Excel in an MS Windows (XP and up) environment.
- Basic writing skills and the ability to summarize experiences in concise, error-free language.
- Experience with Internet and library research techniques.
- Comfort with website, video, and document scanning technologies.

Interest in the natural environment and/or water issues is helpful, but not required. Own transportation to and from GSWA's office in Harding Township is desirable. Some, but not all work, may be completed remotely, and remote volunteers must be willing to make occasional visits to pick up and drop off materials.

Volunteers may work onsite at GSWA Monday through Friday from 9:30 a.m. to 4:30 p.m. Some onsite evening hours may be possible and may be negotiated with GSWA staff. Volunteers are asked to work a minimum of one to two hours a week, or one to two hours every other week depending on availability.

Responsibilities

Library & Media Assistant(s) will:

- Assist with conversion of VCR tapes to DVD format. *Responsibilities include briefly summarizing video content in written form and recording bibliographic data.*
- Scan new and existing newspaper clippings to create electronic files for internal organizational use.
- Catalogue and file existing and new hard-copy and electronic newspaper articles. *Responsibilities include skimming, keywording, cataloging, and filing of articles according to pre-established guidelines.*
- Research information about local Township Committees and other important governmental, semi-governmental, or organizational entities in the ten towns of the Great Swamp watershed. *Responsibilities will include researching event and meeting times, and reporting them to GSWA's volunteer Webmaster.*
- Assist with occasional library tasks, including reshelving, filing, and shifting stacks, stacks. *Responsibilities include some minor physical activity.*
- Other media, library, and research tasks as identified.

Consideration

In order to be considered for this volunteer position, please contact Steve Reynolds, Director of Communications and Membership, sreynolds@greatswamp.org or 973-538-3500 x21. (Email is preferred.)

Please be prepared to discuss your interest in and ability to accomplish outlined tasks, as well as your availability for volunteer work. Candidates may be asked to meet and work with other volunteers from GSWA's Communications Taskforce. This volunteer position is available immediately.

Volunteers must be 16 years of age or older. If under 18, volunteers must have a parent's permission to undertake work.

All GSWA volunteers must review and complete a liability waiver before beginning any volunteer work.

Benefits

GSWA volunteers:

- Are welcome to attend all GSWA events (except the Annual Gala) free of charge.
- May make use of GSWA tools and facilities during regular business hours and with prior approval from a staff supervisor.