



Volunteering with the Jefferson Educational Society

Introductory and
Informational Packet

Who We Are & What We Do

About the Jefferson

As a nonprofit think tank, the Jefferson Educational Society of Erie was founded in 2008 to promote civic enlightenment and drive community progress for the Erie Region through the study, research, and discussion of ideas and events that have influenced the human condition. The Jefferson ensures the preservation of the past for study and examines key lessons to better build the future of our region, and through the exploration of contemporary issues facing our region and nation, the Jefferson serves as a platform of discussion and a vehicle for progress to enhance the civic future of the Erie Region.

Our Mission

The Jefferson Educational Society of Erie (JES) is a non-profit institution founded to promote civic enlightenment, and community progress for the Erie Region through the study, research, discussion, of those ideas and events that have influenced the human condition. We offer courses, seminars, and lectures which explain the central ideas which have formed the past, assist in exploring the present, and offer guidance to enhance the civic future of the Erie Region.

JEFFERSON
EDUCATIONAL SOCIETY

Main Location Program Breakdown

- 3207 State Street Erie Pa 16508
- Programs are generally **1.5 hours in total**
 - 45-60 minutes presentations followed by about 30-45 minutes for questions
- 2 Different Types of Programs
 - **Evening programs** - Any evening Mon-Fri
 - **Lunchtime programs** - Fridays during Winter and Spring term, Wednesdays during the Summer term

Satellite Programs

Fairview

- Lincoln Community Center Library
- 1255 Manchester Rd. Erie, PA 16505
- Monday evenings

Corry

- Corry Higher Education Council
- 221 N Center St. Corry, PA 16407
- Tuesday evenings

Harborcreek

- Harborcreek Township Building
- 5601 Buffalo Rd, Harborcreek, PA 16421
- Wednesday evenings

East Erie

- Erie Center for Arts & Technology (ECAT)
- 650 East Avenue Erie, PA 16503
- Thursday evenings

Volunteer Duties

Please use this as a general guideline for what you can expect at one of our events. This is not designed to be fully comprehensive, but to give the basics of what to expect from volunteering.

Training

For your first events as a volunteer, you will shadow a more experienced volunteer through the event. Additionally, you will receive training on our audio system from a staff member. This will help you when handling the microphones for Q&A

Arrival Time

Please arrive an hour before the event starts. For example, if an event starts at 7PM, please arrive at 6PM.

Registration

Instead of using a ticketing system, we rely on a paper registration list. As a volunteer, your role is to greet attendees as they arrive, ask for their name, and check it off the list. Occasionally, someone may arrive who is not registered. If the event is free, simply write their name on the list. If the event is a paid program, please direct the attendee to a staff member so payment can be processed before their name is added. Community Conversations operate a bit differently: while attendance is free, some guests choose to purchase lunch. If lunch is purchased, this will be noted on the registration sheet, and you may direct those attendees to the refreshments. If someone arrives for a Community Conversation who is not signed up, please direct them to a staff member who can register them only if there is extra food available. When in doubt, consult the event's point person to confirm how much food was ordered in advance.

Q&A

After each presentation, there is typically a question-and-answer period. For satellite events, no volunteer assistance is needed. At smaller events held at the JES, volunteers may be asked to walk a microphone to attendees so they can be heard when asking a question. At larger events, including Global Summit programs, volunteers will distribute note cards for attendees to write their questions, collect the cards during the event, and pass them along to the presenter.

Benefits

- Enjoy FREE admission to all lectures and admission for one guest at events that they volunteer at
- Receive JES merchandise
- Volunteer Appreciation events
- Network and meet new people
- Support a local non-profit organization that leads community progress
- Think Global, Learn Local

Additional Questions?

Please feel free to contact our
volunteer coordinator,
Bailey Kroell via email at
wheeler@jeserie.org

VOLUNTEER APPLICATION

Thank you for your interest in volunteering with the Jefferson Educational Society (JES). Please read and complete this form. We ask that you PRINT CLEARLY.

TASK BREAKDOWN

Event Support

- Welcome and assist guests
- Help with registration, check-in and seating
- Distribute programs, materials, and promotional items
- Support event flow, accessibility, and crowd management
- Assist with microphones during Q&A
- Help with event breakdown and organization

Administrative & Office Support

- Answer phones and direct calls
- Register guests for events using NEON
- Register or update memberships
- Prepare different event materials
- Help organize office supplies and program materials
- Represent JES professionally in communications and community settings

APPLICANT INFORMATION

Full Name	Pronouns
Address	Date of Birth
Phone #	Email
Please list any accommodations needed	
Volunteer Signature and Date	

EMERGENCY CONTACT INFORMATION

Full Name	Relationship
Phone #	Email