

LGTE Roles & Contacts

Founder & CEO

Suzanne Roche

Phone: (086) 0666 143

Email: Limericksgateway@gmail.com

Responsibilities:

- LGTE external liaison
- Drives funding opportunities
- Collaborate with local organizations for common goals
- Grow LGTE
- Oversee operations manager of homework club

Store Manager

Karen Keane

Phone: (086) 6054 385

Email: Limericksgateway@gmail.com

Responsibilities:

- Manage day-to-day operations of charity shop
- Organize accounts and payroll for the shop
- Recruit and manage charity shop volunteers, community employment members, and cooperative education students
- Oversee practicum students
- Supervise content of LGTE website

Operations Manager

Paul Shaw-Kelly

Phone: (087) 249 5540

Email: paulshawkelly@gmail.com

Responsibilities:

- Organize homework club elementary students
- Coordinate college student volunteers for homework club
- Manage homework club finances
- Communicate with local schools involved in homework club
- Create and provide additional learning resources for elementary students

Homework Club Volunteers

- 40-50 Students
- Students based out of the University of Limerick (UL) & Mary Immaculate College

Responsibilities

- Tutor elementary students
- Coordinate arts and crafts
- Offer support and encouragement in the classroom
- Act as role models to the elementary students

Charity Shop Volunteers

- 15-20 Members

Responsibilities:

- Manage retail transactions at register
- Customer relations
- Security of charity shop
- Maintain cleanliness of shop
- Sort donated items
- Complete requested administrative tasks by store manager

Community Employment Members

- 5 Members
- Government employed for one year

Responsibilities:

- Manage retail transactions at register
- Customer relations
- Security of charity shop
- Maintain cleanliness of shop
- Sort donated items
- Complete requested administrative tasks by store manager

Cooperative Education Students

- 1-5 Students
- Also known as “Co-Ops”
- Service Term: 1 Semester
- Students based out of the University of Limerick (UL)

Responsibilities & Potential Roles

- Business Development
- Generate funding and donations
- Raise awareness of LGTE
- Social Media Chair
- Website coordinator
- Marketing & communication role
- Assess & analyze homework club data and overall impact on community
- Provide innovative ideas to forward the mission of LGTE

Practicum Students

- 4-6 Students
- Service Term: 1 Semester
- Students based out of the University of Limerick (UL)

Responsibilities & Potential Roles

- Business Development
- Generate funding and donations
- Raise awareness of LGTE
- Social Media Chair
- Website coordinator
- Marketing & communication role
- Assess & analyze homework club data and overall impact on community
- Provide innovative ideas to forward the mission of LGTE