



POSITION DESCRIPTION

POSITION TITLE: Administrative and Event-Prep Volunteer

PROGRAM: Community Engagement

RESPONSIBLE TO: Community Engagement Program Staff

POSITION SUMMARY: This position assists during busy periods to fulfill general office support needs like data entry, filing, phone calls, organization, donation pick-ups and sorting, event preparation, flyer distribution, and crafting.

EXPECTATIONS AND COMMITMENT:

- Shifts are once or twice a week during regular office hours
- Minimum commitment: 6 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides support where needed for daily office operations
- Assists staff members with data entry, filing, and creation of documents/media
- Helps sort and organize various donations
- Assists staff in event prep, crafting, and supply preparation
- Assists in the pick-ups and drop-offs of various event items and promotional materials

DESIRABLE SKILLS:

- Highly organized
- Detail oriented
- Ability to take direction and be a team player
- Ability to work independently

BENEFITS:

- Gain valuable office experience for resume
- Help support the Lydia Place mission by increasing office efficiency and effectiveness