

**Position Title:** Office Volunteer

**Reports to:** Outreach Coordinator/Staff

**Overview of Position:**

Perform additional administrative assistant/office management duties.

**Specific Tasks:**

1. Organize office supplies, promotional materials, resource materials, digital files.
2. Research and implement organizational systems

**Time Required:** 2-4 hours/week

**Qualifications**

**Physical/Age Requirements** 16+ years of age, ability to lift at least 30 pounds, stand for extended periods of time.

**Skills/Education** Strong organization skills, attention to detail

**Experience** Volunteer experience a plus

**Training Required** Introduction to RMSI, office layout orientation

**Other**

**Benefits to Volunteer** Community service hours

Drafted by: \_\_\_\_\_ Date: \_\_\_\_\_