

**Office Support Volunteer**

***Qualifications:***

Office support volunteers should be reliable, dedicated, and able to work well independently. Depending on what kind of tasks the potential volunteer is hoping to help with, previous experience in those areas may be an asset.

***Time Commitment:***

The time commitment for an office support volunteer is entirely flexible and can be regular (i.e., weekly or monthly) or sporadic as needs arise.

***Role Description:***

* Office support volunteers can help with a wide variety of tasks, as they are comfortable and feel equipped.
* Possible tasks for regular office support volunteers could include printing & photocopying, making phone calls, designing social media posts, writing blog posts, putting up event flyers on community bulletin boards, etc.
* Possible tasks for sporadic office support volunteers could include helping out at the Sanctuary Outreach tent when it is set up downtown or at community events, helping with fundraisers, helping at training sessions, etc.

***Screening Checklist:***

* Complete volunteer application
* Interview with project coordinator