



Team Volunteer Descriptions

Team Name: Office Volunteer

Description: Assist the staff with a variety of administrative tasks, including helping with mailings, maintaining our library, and preparing for the next Sunday morning. Your help is greatly appreciated on a regular basis! We are looking for volunteers to help out a half day each week on Fridays.

This team is important to WES because: The volunteer position is in the WES office and allows the staff time to focus on planning and implementing projects. It takes the burden of the smaller tasks off the staff.

Volunteer Title: Office Volunteer

General Responsibilities of Volunteer:

- Come in weekly on Fridays during office hours (up to three hours, from 9:00 AM to 3:00 PM).
- Fold and stuff the Sunday bulletin.
- Prepare the SEEK carts with books and supplies as listed by the Director of Lifelong Learning.
- Maintain and organize the books in the library. (Books are already labeled; it's a matter of putting the books back on the shelf in order.
- Helping to stuff envelopes or mailings that are scheduled to go out. (Quarterly)
- Help with simple administrative jobs around the office.

General Time Requirement: We specifically need someone on Fridays for three hours, max.

Knowledge, talents, or aptitudes helpful in this volunteer role: Ability to self-motivate and lift up to 10lbs.

Length of Commitment or Term: 6 months, renewable

Benefits of serving in this volunteer role: The admiration and appreciation from the staff, time with the WES staff, and a chance to see the inner-workings of WES!

How to join this team: Email Robyn at RobynK@ethicalsociety.org.

Date Created: Feb 27, 2017.