

## **General Volunteer Assistant**

### **Overview**

We're seeking enthusiastic individuals to join our team as General Volunteer Assistants. This flexible support role is ideal for those who want to contribute to our mission through diverse activities and projects. General Assistants provide valuable administrative and operational support across multiple departments, helping us maximize our impact while gaining varied experience.

### **Readiness Roles**

- Support administrative tasks such as data entry, filing, and correspondence
- Assist with event preparation, setup, and breakdown
- Help prepare and distribute materials for programs and outreach
- Provide reception and welcome services during operating hours
- Support basic inventory management and supply organization
- Assist with general office maintenance and organization
- Help with mailings, phone calls, and other communication tasks

### **Recovery Roles**

- Provide backup support to specialized volunteer roles as needed
- Assist with restocking, reorganizing, and inventory checks after response activities
- Help with documenting volunteer activities and organizing records
- Support reception and communications during recovery operations
- Assist with setting up and staffing community events, information tables, or distribution points

### **Qualifications**

- Friendly, positive attitude and willingness to help where needed
- Reliable and dependable with good time management
- Basic computer skills for administrative tasks
- Good communication abilities and customer service orientation
- Ability to follow instructions and work independently
- Flexibility to adapt to changing priorities and tasks
- Interest in our organization's mission and values

### **Time Commitment**

- Varies by event and needs

### **Benefits**

- Exposure to multiple aspects of nonprofit/community operations
- Development of versatile skills applicable to many environments
- Opportunity to discover areas of interest for future specialization
- Connection with a network of dedicated community members
- Direct contribution to meaningful community impact