

Title: Office/Clerical Volunteer

Purpose: Assist Riverkeeper staff with office duties to raise community membership, awareness, and event participation.

Description of Duties: Volunteers will assist with office duties such as letter writing and mailing, phone and e-mail correspondence, database management, and more.

Qualifications: There are no qualifications for an Office/Clerical Volunteer. In the case of our electronic database, we are looking for volunteers with some experience with electronic database programs such as Microsoft Excel and Access, but it is not required.

Time Requirements:

- There are no specific time requirements for this position.
- The high season will be during our membership drive, which occurs at the beginning of each calendar year.

Orientation/Training: There is no orientation for Volunteers but informal training with Microsoft Excel and Access will occur if necessary.

Benefits: Database management, office experience, and fundraising are very important in any organizational setting and Volunteers will receive training and see results of their work in the organization's budget, membership, and event participation. If Volunteers are interested in a career in a non-profit office setting, volunteering with the West/Rhode Riverkeeper will be a highly desirable position for future employment.

Reporting Procedures: Volunteers will record their hours on their Volunteer Timesheet and return this via-mail, drop-in or e-mail to the Volunteer Coordinator.

Location: Volunteers will operate out of the West/Rhode Riverkeeper office at Discovery Village.

Agency Contact:

Contact: Zach Thomas

Phone: 410.533.9002

E-mail: zach@westrhoderiverkeeper.org