Office Volunteer

Responsibilities

- Spend time in the OWL office helping in a variety of functions including creating marketing materials and other props for our after-school program.
- OWL uses multiple databases to keep track of different records including donations, students, and supplies. Help us stay up to date and keep these databases as efficient as possible.
- Be the first face people see when entering the building, assisting them as needed and informing relevant parties as to the individual's needs.
- Help to keep the office, including storage, clean, well-organized, and properly documented.
- Assist Business Manager with some minor accounting projects involving program invoicing and reporting, basic filing, and mailing tasks.
- Assist Development Director and CEO with scheduling, drafting hand written Thank You notes for donors, and researching possible future donors.

How You Will Help OpenWorld Learning

- OWL is a large organization with a relatively small office staff. A consistent volunteer who is able to help reduce some of the workload of our development and operations teams will enable them to further pursue avenues of expansion and focus on delivering the best program possible to our students.

Training and Requirements

- A background check is mandatory for all OpenWorld Learning employees.
- An interview and brief training regarding the history and mission of OWL are required so volunteers are knowledgeable enough to share basic information about the organization with interested parties.
- Must be able to commit to at least two hours per week. Consistency, though not required, is strongly preferred.