

# Office Volunteers

## Purpose:

- **Office Volunteers** assist with correspondence on an as-needed basis as well as other odd jobs that come up from time-to-time such as filing, clipping newspaper articles for our scrap book, folding brochures, etc.

## Key Responsibilities:

- **For mailings:** Assist with large mailings at designated times of the year (includes the Annual Appeal letter, thank-you notes, invitations to events, etc.)
- **For miscellaneous office work:** Varied tasks involving alphabetizing, filing, stapling, folding, clipping articles from the Park Record, etc.

**Contact Person:** Rhea Cone, Volunteer Coordinator; [rhea.cone@usu.edu](mailto:rhea.cone@usu.edu) or 435.649.1767

**Length of Appointment:** Flexible; as-needed basis

## Time of Year for Mailings:

- July mailing, date TBD
- Confirmed date: Monday, November 13, 2017, noon – 5 pm
- December mailing, date TBD

## Time of Year for Miscellaneous Office work

- Varies; on-going

## Qualifications:

- Must be 13 years or older
- Attention to detail

**Support:** Volunteers will receive instruction upon arrival

## Benefits:

- Invitation to events and activities for volunteers
- Reward for number of hours of service completed
- Experience working with a great team of staff and volunteers + develop new skills
- Opportunity to make a difference and have a positive impact on our community!

