

# Office Assistant Volunteer

**Role Overview:** Raising Readers in Story County (RRSC) is a nonprofit organization dedicated to supporting literacy and language development of young children. RRSC provides literacy programs, caregiver guidance, and books to the families and children of Story County. We rely on volunteers to help us deliver programs, books, and run events. Our office assistant volunteers aid us with a variety of tasks in the North Grand Mall location, and they are responsible for ensuring that our day to day activities run smoothly. Office assistant volunteer tasks range from sorting and distributing books to preparing crafting activities.

## **Key Responsibilities:**

- Sort books into categories
- Label books appropriately using donor labels
- Store books for distribution during events, programs, and giveaways
- Prepare activities or crafts for events and programs
- Lift up to 20lbs of supplies to move to storage areas
- Clean the office and storage areas using wipes, dusters, and vacuums
- Other duties as assigned

## **Knowledge, Skills, and Abilities:**

- English language comprehension
- Ability to problem solve
- Ability to work effectively with a team
- Effective verbal and non-verbal communication skills
- Written communication skills
- Ability to work independently
- Effective interpersonal relationship building skills

## **Requirements:**

- Volunteers must be 14 years of age or older
- Volunteers must pass a background check
- No previous training is needed