RAISING READERS IN STORY COUNTY

Office Assistant Volunteer Job Description

Position Overview

Raising Readers in Story County (RRSC) is a nonprofit organization dedicated to supporting the language and literacy development of young children by providing books, caregiver guidance, and early childhood programs. RRSC relies on volunteers to help deliver programs, distribute books, and support community events. Office Assistant Volunteers help RRSC with a variety of administrative, organizational, and maintenance tasks at the North Grand Mall location, helping ensure that day-to-day activities run smoothly.

Responsibilities

- Sort books into appropriate categories for distribution.
- Label books using RRSC donor labels and other designated materials.
- Organize and store books for use during events, programs, and giveaways.
- Prepare crafts, activities, and other materials for RRSC events and programs.
- Move and organize supplies weighing up to 20 pounds in designated storage areas.
- Clean and organize office and storage areas using appropriate supplies, including wipes, dusters, and vacuums.
- Assist with organizing supplies and maintaining an orderly workspace.
- Communicate questions or concerns to RRSC staff.
- Complete other duties as assigned.

Maintenance and Safety Requirements

- Follow RRSC safety procedures and staff instructions.
- Maintain a clean, organized, and safe office and storage environment.
- Use cleaning supplies and equipment appropriately and safely.
- Use proper lifting and carrying techniques when moving supplies.
- Do not lift items that are too heavy or difficult to move safely; ask RRSC staff for assistance when needed.
- Properly use and care for RRSC books, supplies, equipment, and other materials.
- Report safety concerns, damaged materials, or unsafe conditions to RRSC staff promptly.

Qualifications

- Must be at least 14 years of age.
- English language comprehension.

- Ability to problem solve and follow directions.
- Ability to work independently and manage assigned tasks.
- Ability to work effectively as part of a team.
- Effective verbal and non-verbal communication skills.
- Basic written communication skills.
- Effective interpersonal and relationship-building skills.
- Ability to perform light physical tasks, including standing, bending, reaching, and lifting up to 20 pounds.
- No previous training is required.

Time Commitment

- Volunteers will work with RRSC staff to determine a regular or occasional volunteer schedule based on office and program needs.
- Volunteers should arrive on time and be prepared to complete their assigned tasks.
- Specific scheduling and time commitments will be communicated by RRSC staff based on volunteer availability and organizational needs.

Volunteer Expectations

- Treat RRSC staff, volunteers, community members, and partners with respect and professionalism.
- Follow RRSC policies, procedures, and staff direction.
- Be dependable and communicate promptly about scheduling conflicts or absences.
- Complete assigned tasks carefully and thoroughly.
- Ask questions when unsure about a task, procedure, or safety requirement.
- Maintain confidentiality regarding RRSC operations and information encountered while volunteering.
- Keep workspaces clean and organized.
- Work cooperatively with RRSC staff and other volunteers.
- Complete all required screening and onboarding requirements before volunteering.

Impact

Office Assistant Volunteers help RRSC stay organized and prepared to serve children and families throughout Story County. By sorting and preparing books, organizing supplies, preparing program materials, and maintaining the office, volunteers make it possible for RRSC staff to focus on providing literacy resources and programs to the community.