



## **VOLUNTEER JOB DESCRIPTION: Office Support Volunteer**

**Reports to:** Laura Kolhoff, Education Manager

### **Organization Mission**

Belong!'s mission is to demonstrate God's love in action by providing or facilitating access to services that empower and equip the underserved in our community through education, community engagement, and other essential services.

### **Job Summary**

An Office Support Volunteer will help us expand our tutoring supplies available to our tutors. The job includes printing pre-identified materials, laminating and preparing them for use by our tutors. The job could also include researching new tutoring activities for various grade levels as needed.

### **Schedule:**

A few hours a week; some of the work could be done from home.

### **Duties and Responsibilities**

- Print, laminate, cut, and/or holepunch pre-identified activities and organize them in folders.
- Ensure all the needed supplemental supplies (such as dice or game pieces) are available for each activity.
- (Optional) Work with the Education Manager to research and create new resources to be added to our list of activities.

### **Requirements:**

- Organization and attention to detail
- Ability to work independently
- Comfortable using small (easy-to-use) laminating machine and scissors
- Desire to support Belong!'s work through office support

### **Benefits:**

- An opportunity to join a passionate community of volunteers who are committed to Vienna and our Northern Virginia community.

### **Time Commitment:**

Flexible; ideally, 1-2 hours per week

### **Evaluation:**

Evaluation is a two-way street. We will provide feedback during your experience, and we encourage you to do the same. Thank you for being a part of our team!