



## Office Volunteer Description

**Purpose:** To provide TRH staff with clerical support through assistance in tasks such as mailing, filing, word processing and/or helping with annual fundraisers and events.

**Need:** 2-4 volunteers with flexible weekday schedules

**Key Staff Support:**

TRH Program Coordinator

**Qualifications:**

- Ability to follow direction
- Preferably some word processing skill
- Flexible weekday schedule
- Works well in a team
- Organization skills

**Application Process:**

- Submit Volunteer Application
- Contacted by Program Coordinator
- Schedule time to volunteer