

# Keep Rockland Beautiful

## Volunteer Position Description

<b>Job Title</b>	<b>Office helper 1</b>
<b>Job Type</b>	Long Term/Unpaid
<b>Purpose</b>	To assist the office with computers and phone

KRB's growth and success over the past 19 years is built on the dedication and passion of our volunteers, Board members and staff. Collaborative partnerships with municipalities, agencies, schools, businesses, and other non-profit organizations are key to our work in fostering a healthy, sustainable county.



- Data entry
- doing outreach
- research

<b>Qualifications</b>	Computer know-how: including Microsoft Excel and internet
	Comfortable conversing on the phone
	Very accurate and detail oriented

<b>Location</b>	KRB Office in New City
<b>Reports to</b>	Administrative Officer
<b>Hours</b>	9am-2pm
<b>Duration</b>	Year-round
<b>Training Provided</b>	The Administrative Officer will provide a training session in advance of each project.

