

# Keep Rockland Beautiful

## Volunteer Position Description

<b>Job Title</b>	<b>Office helper 2</b>
<b>Job Type</b>	Long Term/Unpaid
<b>Purpose</b>	To assist with hands-on office duties

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.



- mailing
- updating a scrapbook
- other hands-on tasks

Qualifications	Detail oriented
	Ability to focus on one specific task
	Comfortable sitting for a few hours at a time

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

