



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Mail Brigade
REPORTS TO: Director of Development

HOURS

Hours vary based on bulk mail needs with a typical one to two mailings per quarter. Volunteer must complete assignment during normal office hours.

TASKS

- Fold, stuff, and seal brochures, fliers, or letters
- Affix mailing label to item
- Stamp bulk mail indicia
- Sort and box mail according to zip code

QUALIFICATIONS

- Valid driver's license and/or transportation

BENEFITS

- Flexible schedule with minimal commitment
- Socialization with individuals who are committed to the same mission
- Be a welcomed part of our organization