

ReStore Volunteer Job Descriptions

Office Assistant

Volunteer Job Title: Office Assistant

Required abilities:

- Age 18 or older
- Friendly, personable
- Must be well organized
- Must be comfortable with Microsoft Office
- Should be committed to volunteer on a regular basis, at least one 4 hour shift every other week

Duties:

- Assist with filing volunteer hours and donation counts
- Submitting inventory levels for regular donations
- Maintaining financial dashboards
- Maintain databases

What's in it for me?

- Fun, friendly environment
- Help improve the North Central Massachusetts community by contributing just a few hours each week
- Lots of good exercise (tear up that expensive gym membership)
- Meet lots of new people
- Be an important part of Habitat for Humanity North Central Massachusetts!

Available shifts: (or as needed or available)

- Tuesday, 9am-1pm
- Wednesday, 9am-1pm
- Thursday, 9am-1pm
- Friday, 9am-1pm