**Volunteer Opportunity Description**

**Title: Mailing/Administration Helper**

**Purpose/Objective**: this is an administrative volunteer role that helps us more effectively communicate with our supporters.

**Location**: HCFC’s administrative campus

**Key Responsibilities**: Report on time for the mailing opportunity. Complete task following explicit directions from the Community Engagement Manager or other Development Team member. Request assistance or direction for any problems as they arise.

**Impact/Goal**: Reduce the cost of staff or outside agencies completing the mailing, thus allowing increased funding to go directly to programs serving our children.

**Qualifications**: Willingness to listen and follow directions clearly. Comfort asking for clarity if directions are not understood.

**Time Commitment**: Mailings are periodic through out the year and time spent is based on the volunteer’s availability.

**Training/Support Provided**: Members of the Development team will always be available to answer questions before, during and after the mailing.

**Benefits**: Very productive opportunity for task oriented volunteers. Reduces administrative costs of the organization.

**Supervisor:** Penny Wright, Community Engagement Manager or other Development Team member.

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**Program Website**: [www.hopecfc.org](http://www.hopecfc.org)