



# Office Volunteer

**Purpose:** Office Volunteers are responsible for helping out the LSPIRG staff in the office doing filing, organizing, stacking, answering questions, helping visitors find materials they may need etc.

**Location:** LSPIRG Office

## **Key Responsibilities:**

- Supporting the LSPIRG staff and office function to its best ability
- Help organize the office to ensure it is organized, easy to navigate, and high functioning
- Assisting visitors to the office find what they need
- Recognizing and requesting missing materials from the office that would be useful or are required.

**Reports to:** Volunteer Engagement Director

**Time Commitment:** 1-5 hours a week

**Qualifications:** Must be prepared to work independently, time management, willingness to work as a team

**Support:** All volunteers receive orientation including anti- oppression training

\*Please note: LSPIRG can accommodate up to three office volunteers per semester. If we receive more than two applications, an interview process will determine best candidates for the position.