Volunteer Job Description
OFFICE SUPPORT

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: Canopy operates efficiently with a small staff of professional who appreciates greatly the help they receive from volunteer working in the office or remotely.

OUTLINE OF VOLUNTEER'S RESPONSIBILITIES: Office Support tasks may include data entry, website updates, filing, photocopying, running errands, etc.

SUPPORT PLAN: Office Support Volunteers work closely with and for staff members, at a desk they share with other volunteers or from home if the task permits.

TIME COMMITMENT: A regular commitment of 2-3 hours weekly or by-weekly during office hours is required for job continuity.

QUALIFICATIONS NEEDED: Basic computer skills, punctuality, good writing, spelling and typing skills. Staff will provide training for database and website content management software used at Canopy.

BENEFITS: All Canopy volunteers are invited to Canopy's Annual Party, receive the Canopy's newsletter and receive credit in Canopy's Annual Report. Learn new skills in a dynamic office environment.

Canopy Contact: info@canopy.org