**OFFICE VOLUNTEERS**

**Position Summary:**

Office volunteers support the Make-A-Wish® Minnesota staff at the office and assist with behind the scenes tasks that keep the organization running smoothly.

**Responsibilities:**

* Dependent on the tasks needed or specific volunteer role.
* Examples of assignments include, but are not limited to, assisting with mailings, filing paperwork, data entry, making phone calls, or assembling wish granter manuals.

**Volunteer Commitment:**

* As needed.
* Availability:
* Flexible hours.
* Business hours only: Monday through Friday, 8:30 a.m. to 5:00 p.m.

**Required Training:**

* Provided on site.

**Desired Qualifications:**

* Willingness to assist with a variety of tasks.
* Detail oriented.
* Experience with office tasks, such as data entry or filing.