

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, research, or assembling wish granter manuals.

Volunteer Commitment:

- As needed.
- Availability:
- Flexible hours.
- Business hours only for in-person: Monday through Friday, 8:30 a.m. to 5:00 p.m.
- Volunteer From Home opportunities available and encouraged

Required Training:

- Provided on site or virtually.

Desired Qualifications:

- Willingness to assist with a variety of tasks.
- Detail oriented.
- Experience with office tasks, such as data entry or filing.
- If working with confidential information, ability to pass background check