



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

VOLUNTEER COORDINATOR – PART TIME / \$16 per hour, sick / vacation

10 - 20 hours a week, flexible schedule, may include occasional evenings and weekends

Responsibilities:

- Recruiting Volunteers for Reading Programs, Clothing Closet, Financial Literacy Classes, Drop In Center, Craft Group, Facility Projects, and other volunteer based projects
- Matching volunteer interest to specific opportunities
- Supervising volunteers
- Recording volunteer hours
- Writing Program and Project reports

Requirements:

- Strong computer skills including Excel and Word.
- Must be able to move objects of 20 pounds up and down stairs
- Must have valid Driver's License, sign non-disclosure, pass background check
- A team player with a can-do, positive attitude. We all pitch in to get the work done.

To submit a resume please send to employment_fstep@olypen.com .