



for children with heart disease

## Volunteer Position Description

**Position Title:** Office Assistant

**Purpose of Position:** To assist the Odayin office with mailings and general office support

**Requirement for Assignment:** Completed application and interview

**Location:** The Stillwater based Camp Odayin office during business hours

**Responsibilities:**

- Provide office support through assistance with large mailings to campers and supporters
- General office support including: filing, photo website clean-up, solicit silent auction items, assembly of camper and summer staff materials, large mailings, and packaging note cards for fundraising

**Qualifications Needed:**

- Ability to work independently
- Positive attitude and sense of humor
- No computer skills necessary

**Benefits to the Volunteer:**

- Inclusion in Camp Odayin volunteer events
- Treats and laughs at the office
- Support and guidance from the Camp Odayin office

**Benefits to Camp Odayin:**

- Help and support our small staff of three employees
- Improvement of office communication with Odayin families
- Growth within the fantastic family of Camp Odayin volunteers!

**Commitment:**

Level of commitment is determined by the volunteer - Opt to be added to the list of volunteers the Odayin office contacts when large projects arise or plan to schedule volunteer hours on a regular basis (ie: one or two times per month)

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