

Volunteer Job Description

Title: Center mail pick up
Report to: Office Manager/ED
Trained by: Office Manager/ED
Shift: 3 times weekly (or more based on need)
Schedule: Monday-Wednesday-Friday mornings
Minimum Commitment: 6 months

Job Summary: Pick up Center mail

Duties and Responsibilities

- Get mailbox keys from Office manager/ED
- Go to Main Post office on Front Street in Santa Cruz
- Get mail from boxes 1407 (ED mail) and 8280 (general center mail)
- Return all mail to Office manager/designee

Knowledge, Skills, Equipment and Abilities

- Organized
- Reliable transportation
- Able to communicate well with all levels of the organization
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.