

## Volunteer Job Description

**Title:** Mailings Supervisor  
**Report to:** Executive Director  
**Trained by:** Executive Director  
**Shift:** 4-6 hours  
**Schedule:** 6-8 times a year  
**Minimum Commitment:** One Year

**Job Summary:** Oversee and direct the mailing process several times a year. Guide volunteers to fold, stuff, and address mailings. Set up stations, assign specific mailing duties, and organize the mail to be sent out. Make sure the whole process is done in a timely fashion.

### Duties and Responsibilities

- Find out when mailings are to be done and communicate with Volunteer Coordinator to get volunteers
- Over a two day period, set up mailing station and assign volunteers specific jobs
- Make sure the mailings are done neatly and quickly
- Organize mailings by zip code

### Knowledge, Skills, Equipment and Abilities

- Excellent communication and experience dealing with the public
- Comfortable working with all members of our diverse community
- Great organizational and leadership skills
- Positive attitude and good work ethic
- Ability to establish priorities and proceed with objectives without supervision