

VOLUNTEER POSITION DESCRIPTION
Society for the Protection of New Hampshire Forests

POSITION TITLE: Office Assistant

GOAL OF POSITION: To keep Forest Society literature bins stocked and help with other duties when needed.

TASKS: Restock literature bins which entails checking the inventory regularly, copying and folding literature to restock the bins.
Package membership premiums for mailing.
Help with mailings and other office duties as needed

TIME COMMITMENT: 2-3 hours once or twice a month

EXPECTATION: The Office Assistant will come in as needed to monitor and restock the literature bins. S/he will be trained, but once trained will be able to do this work when needed anytime the Conservation Center is open. On occasion the receptionist may ask the Office Assistant to provide help with mailing membership premiums or other office tasks.

WORKSITE: Conservation Center, Concord

QUALIFICATIONS: Office experience is helpful, but can be trained.

SUPERVISOR: Martha Booth, Lori Johnson and Rita Carroll