

# Literacy Volunteers Serving Adults

“Opening Minds – Changing Lives”

## Other Volunteer Positions

### TELEPHONE CALLING

Call learners, tutors and/or volunteers to notify about special events or activities. May involve contact with learners to check on satisfaction with tutoring experience.

- Ability to communicate clearly and effectively on the phone
- Requires own transportation to LVSA office to call from office
- Time commitment varies depending on needs of organization – call time frequently connected to special events
- Ability to maintain log of phone contacts
- Friendly and professional phone manner

### OFFICE ASSISTANT

Provides clerical assistance to the LVSA office staff. May involve answering phones, taking messages, filing and office organization.

- Requires regular time commitment for office work
- Requires own transportation to the LVSA office.
- Need good communication and organizational skills
- Willing to greet visitors and answer questions about LVSA
- Friendly, professional office manner

### MAILING TEAM

Prepares letters, newsletters and flyers for mailing. Involves sealing envelopes, applying pre-printed labels and stamping.

- Mailing team works on an as-needed basis, usually not more than one or two hours every other month
- Good organizational skills necessary
- Willingness to meet deadlines
- Requires own transportation to LVSA office