

YFC Newsie Office Volunteer

Job Description:

The YFC Newsie would assist the YFC admin team with various tasks to help put out our bi-monthly newsletter which includes folding, stuffing, and taking bulk mail to the post office.

Purpose of Role:

The admin team is looking for a reliable and detail- oriented volunteer to help on a regular basis with the many steps to get our printed bi-monthly newsletters ready to mail and taken to the bulk mail post office. This position would help extend the hands of YFC staff to reduce the number of hours currently devoted to this task, and allow more time for ministry related tasks.

Pre – requisites:

1. Great communication skills
2. Ability to take mail to post office in your personal vehicle
3. Available to come in person to our office during business hours or on weekday evenings

Roles and Responsibilities:

1. Helping to print and organize the newsletters
2. Folding, stuffing and sealing printed newsletters
3. Counting and sorting mail according to zip code
4. Transportation of bulk mail to post office

Length of Service:

The YFC Newsie will provide service for a pre-determined time period individually determined by the needs of the YFC admin staff and the volunteer's availability. The YFC Newsie has the option to extend or terminate their term as they so choose.