



OUTREACH AND ADMINISTRATIVE VOLUNTEER

General: Exciting opportunity to assist OAS staff while they develop, acquire and facilitate events and outreach efforts. OAS is a non-profit that is dedicated to providing life-changing outdoor recreation experiences for people with disabilities. Together, we can help students gain confidence, build self-esteem, strive for independence leading to an enhanced quality of life.

Description: On average each month, OAS needs the support of 20 volunteers for successful outreach, program administration and fundraising efforts. Volunteer opportunities are communicated periodically via email with an online sign up. During functions volunteers will follow directions given out by OAS staff regarding tasks ranging from check-ins, database entry, maintenance of office space, helping with coordination of special events, capturing photographs, making videos, or doing outreach work at a local festival on behalf of OAS and more.

Key Responsibilities:

- Must present a professional appearance and a friendly manner
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative and detail-orientated
- Respect and maintain confidentiality of OAS volunteers, partners and donors
- Comply with all safety procedures
- Maintain good communication with OAS staff

Support & Time Commitment:

- OAS Orientation
 - As needed, OAS staff will provide additional training and supervision necessary to have a rewarding experience, in return we ask volunteers to take commitment to OAS seriously.
- OAS functions generally include 3 hours volunteer shifts and sometimes up to 7 hours if needed.

Qualifications:

- Must be a minimum of 18 years of age
- Ability to problem-solve in a fast paced work environment
- Works well independently and as part of a team
- Excellent organizational, written and verbal skills
- Must read, sign and comply with all information lined out in the OAS Volunteer Manual
- Computer skills are desired but not necessary
 - Knowledge of Microsoft office programs including word and excel is an asset
- Social media skills are desired but not necessary
 - Sophisticated with Facebook, Twitter and Instagram is a bonus