



Administrative Volunteer

Location: The ReBuilding Center, 3625 N. Mississippi Ave., Portland, OR 97227

Department: Administrative

Location: On-site, RBC Office

Reports To: Director of Administration

Hours for Volunteering: Monday - Friday, 11am-5pm (3hr. minimum required)

Position Overview:

Administrative Volunteers work under the direction of Office Staff members at The ReBuilding Center. Volunteers will have opportunities to gain confidence in the reuse administrative industry, assist office staff with clerical tasks, and occasional special projects.

Primary Responsibilities:

- Assist staff with daily projects, maintaining communication throughout the shift.

Skills and Experience:

- Must be 16+ years old.
- Can learn quickly and adjust to an ever changing work environment.
- Great interpersonal and teamwork abilities. Capable of keeping open lines of communication with staff and other volunteers.
- Experience and/or desire to work with people from diverse backgrounds. Multilingual is a plus.
- Self-motivated and directed, reliable, and able to work with a team.

Outcomes:

Successful volunteers will have the opportunity to gain valuable experience and knowledge of the reuse economy, especially but not exclusively related to the reuse administrative industry, while also learning about ReBuilding Center's unique nonprofit social enterprise model and supporting our mission. A formal letter of recommendation can be awarded to all volunteers who request one, and a formal letter verifying service for court-mandated purposes can also be provided.

Orientation

- ❖ To apply to become a volunteer, go to: www.rebuildingcenter.org/volunteer, and fill out a "Volunteer Application Form"
- ❖ Orientation occurs every Tuesday or Saturday at 10:30am, and runs 30 minutes. Volunteers are provided a general scope of what it's like to volunteer at RBC, they are given a tour of the store and shown where they will be most involved, and are shown how to clock in/out at their designated kiosk.

Please note: ReBuilding Center has a Zero Tolerance Policy for Transphobia, Anti-Blackness, Ableism, Homophobia, Sexism, Ageism, Fat-phobia, and White-Supremacy. Volunteers who create and participate in these types of environments will be asked to leave.