



## Volunteer Opportunity Description

### **Title**

Office Service Day

### **Duration**

1 day

### **Time Commitment**

2.5 hours

### **Key Responsibilities**

- Assist with administrative work and other office-based tasks at the Living Lab.
  - E.g.: Making copies, computer work, creating educational supplies.

### **Volunteer Impact**

- Help our staff with tasks that will allow them to focus even more effort on delivering the highest quality programs to the students of City Heights.

### **Commitment**

- Approximately 2.5 hours on Tuesdays from 10am-12:30pm.

### **Requirements**

- Must be High School age or older.
- Must pass initial screening.

### **Preferred Qualifications**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).