



Dartmouth Learning Network Administrative Support Volunteer Position Description

Purpose: To assist staff with tasks in the Dartmouth Learning Network office

Reports to: Dartmouth Learning Network Administrative Assistant

Length of Commitment: Three to six months

Weekly Time Commitment:

- Three hours
- 9:00 am – 12 Noon or 1:00 pm – 4:00 pm Monday or Friday
- Commitment may vary based on projects

Location: Dartmouth Learning Network

Qualifications:

- Must be 19 years of age or older
- Have a pleasant and helpful attitude
- Enjoy working with people
- Enjoy multitasking
- Able to work with minimum supervision

Responsibilities:

- Assist staff in mailings, inventory, copying, filing
- Assist in maintaining the general cleanliness of the Dartmouth Learning Network
- Assist with visitor/new learner orientation