

Marin Literacy Program – Volunteer Position Description

Title: Office Associate

Marin Literacy Program provides Marin County adults with free, student-centered instruction in reading, writing and speaking, to help them reach their full potential at work, at home and in the community. For more information see www.marinliteracy.org

Key Responsibilities:

Assist MLP Office Staff with:

1. data entry
2. mass mailings – printing/copying, folding, and stuffing envelopes
3. greeting clients and forwarding requests and needs for assistance
4. resource management – data entry into online book catalog and shelving books

Length of Time: weekly, 2 to 3 hours per week

Specific Time: weekday afternoon

Location: MLP Main Office, San Rafael Library, 1100 E Street, San Rafael, CA 94901

Qualifications and Skills:

Must attend one Orientation meeting (6:30 to 8:00 p.m.) and one 7-hour day of Training. Basic ability to speak, read and write business English. Entry level computer skills – some keyboarding, minor data entry.

Benefits:

The Office Associate will benefit from this experience by meeting new people, either students or tutors, who are dedicated to a valuable cause, the commitment to sharing literacy with any and all adults. In addition, the position will enhance their basic office and computer skills.

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