

# VOLUNTEER OPPORTUNITY

## Administrative Support

This position will promote timely accomplishment of administrative tasks, organization and essential cross-departmental support. The Administrative Support Volunteer is an essential role contributing to the overall success of Imagination Station. Responsibilities may vary depending on administrative tasks available.

### Responsibilities:

- Copying
- Filing
- Data entry
- Mail preparation
- Phone calls
- Various administrative tasks as assigned

### Requirements:

- Twice a month minimum availability (10 hours a month)
- Minimum of a 6 month commitment
- Administrative experience
- Highly organized
- Detail oriented
- Be able to pass a background check and drug test

### Benefits:

- A sense of community and friendship
- A sense of satisfaction that you did something to make a difference in the community
- An exclusive behind-the-scenes look at how Imagination Station runs, and an insider's view of what's coming
- An annual Volunteer Team Member recognition event that honors all Volunteer Staff
- An Imagination Station membership after 50 hours of service
- Committed volunteers receive an Imagination Station T-shirt, name tag, team manual and welcome packet

Applications available online at [imaginationstationtoledo.org](http://imaginationstationtoledo.org). For more information please contact the Volunteer Coordinator at [volunteer@istscience.org](mailto:volunteer@istscience.org).



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