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. For more information please contact the Volunteer Coordinator at volunteer@lstscience.org.