

Washington Poison Center Volunteer

DATES OF POSITION: Now - May 2010

TIME COMMITMENT: 5 – 10 Hours per Week / Flexible **VOLUNTEER PURPOSE:**

With supervision, assists with materials management by taking and filling orders, tracking invoices, and promoting the Washington Poison Center.

VOLUNTEER RESPONSIBILITIES:

Taking & Sending Orders

Take orders for educational materials over the phone, fax, and email.

Maintain customer records on computer database.

Fill orders; prepare invoices and mailing labels and mail orders.

Receiving

Receive, unpack, check, count, store and track educational materials received.

Inventory

Invoice and stock materials for WAPC Staff.

Make copies of the educational materials that get reproduced in-house.

Other

Work on WAPC projects including counting educational materials, preparing mailings, working with volunteers, etc.

Assist other WAPC staff with special projects and events as instructed by the Finance and HR Manager.

Help to staff education booths in various venues.

Other duties as assigned.

VOLUNTEER REQUIREMENTS:

Excellent phone and communication skills.

Able to work independently, learn quickly and prioritize workload.

Excellent "people skills"; easily works as a team member and with Management Team.

Personal computer skills with proficiency in word processing; additional skills desirable.

Washington State Driver's License.

Environmental Conditions:

Ability to work in office setting with office equipment with some dust from administrative records, references and materials.

Physical Requirements:

Ability to write legibly.

Ability to sit or stand for long periods of time.

Ability to lift and carry at least 30 lbs.

Ability to reach high and low.

Ability to assist all members of the Management Team.