



Family Building Blocks

WEEKLY SUPPORT/CLERICAL ASSISTANCE VOLUNTEER DESCRIPTION

Help children and families by providing weekly assistance with projects within FBB's prevention programs. Assist FBB staff and help streamline office tasks such as filing, copying, scanning, organizing, and completing special projects as requested.

Location: Multiple Sites

FBB Point of Contact: Volunteer Coordinator

Duration: Minimum 3-month commitment

Time Commitment: Minimum 1 hour per week

Skills & Qualifications:

- Excitement and commitment to supporting children and families
- Strong organizational skills and ability to work independently
- Ability to maintain client confidentiality
- Reliable, ability to work on a variety of different projects
- Complete a successful criminal history check and FBB Volunteer Application
- Friendly and outgoing with fellow volunteers and staff

Training Opportunities:

- FBB volunteer orientation training
- Additional on the job training related to assigned tasks

Benefits:

- Share your passion for supporting children and families
- Help keep children safe and families together
- Support several projects and staff, and gain experience within a certified Relief Nursery
- Learn new skills and explore the areas of human services and early childhood education