



"A 501 C 3 non profit social service organization; established in 2002, on charity, faith and service..."

Exempt: No

Grade: N/A

Position: Volunteer

Pay Range: N/A

Department: Corporate (Administration)

Supervisor: Executive Director

Date Last Revised: New Position (12/01/07)

Summary:

Seeking various volunteers to assist THTWB, in the following capacities:

Essential Functions:

Essential functions include the following:

- Outreach workers (passing out pamphlets etc.)
- Clerical/Customer support (at THTWB)
- Drivers for food distribution (must possess valid drivers license and own transportation).
- "Neutra-Youth" workers (To assist "Neutra-Youth" sites. Details will be provided)
- Community outreach workers (details will be provided)

Supervisory Responsibilities:

N/A

Education and/or Experience:

THTWB prefers individuals who have served in volunteer capacities and possess essential skills needed to perform essential volunteer functions.

Special Qualifications:

Must be willing to volunteer for a determined amount of hours per month.

Other Skills and Abilities:

Must possess a willingness to serve in a volunteer capacity. Some volunteers will be required to have valid drivers license and own transportation. For clerical positions, must possess good communication skills, and general office experience.

Date Posted: 12/01/2007

Date Expired: on-going

“Volunteer applications can be obtained at: 2126 Lee Road Suite 10, Cleveland Heights, Oh 44118” To call for an appointment or other questions: 216 321-0022.

Visit our website at: www.thtwbuilt.com

E-mail: administration@thtwbuilt.com