



TITLE: Work 2 Learn Administrative Volunteer

REPORTS TO: Work 2 Learn Supervisor

EMPLOYMENT STATUS: Volunteer

BACKGROUND: Our Piece of the Pie® (OPP®) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's unique model is centered around the personal and consistent relationship developed between each youth and a caring, committed adult staff member which helps youth overcome barriers, access support services within the best practices of Youth Development, Academics, and Job Readiness, and to achieve the goals of high school graduation, a postsecondary credential and meaningful employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700+ young people in Connecticut last year. For more information, visit www.OPP.org.

OPP's Work 2 Learn program is a youth center-based program for state-involved youth. Youth are provided the key support of a Youth Development Specialist as they navigate through high school, into college, and find meaningful employment by accessing a mix of youth development, workforce readiness, and academic supports.

SUMMARY OF POSITION:

The Work 2 Learn team is looking for a regular weekly volunteer who enjoys organization, who could help in assisting as an administrative volunteer, supporting the team and facilitating organization.

DESCRIPTION OF DUTIES:

- Work on different types of administrative projects such as maintaining files, answering phones, etc.
- Support Work 2 Learn staff in accomplishing their tasks
- Attend orientation to meet staff and learn about organization
- Act as role model in interactions with community members, youth, and staff in accordance with OPP values
- Follow personnel policies of OPP

QUALIFICATIONS:

- Must pass a National Criminal History Record Information Check under the National Child Protection Act
- Commit to set hours per week
- Experience with Word, Excel, PowerPoint, and etc, would be preferred