

## Volunteer Job Description

**Title:** Mail-Out Assistant

**Purpose:**

From time to time we mail-out material, such as our newsletter, to a large number of people. We can always use assistance preparing these mail-outs.

**Tasks may include:**

1. Collating material into separate packages
2. Stuffing envelopes with mail-out material
3. Placing address labels on envelopes
4. Placing stamps or indicia labels on envelopes
5. Sealing envelopes
6. Searching phone books & the internet for address information
7. Etc.

**Qualifications**

Anyone can do this!

**Timeframe**

We will try to contact you a few days prior to the mail-out to arrange for a time that is convenient for you. The work can take up to a few hours, but any amount of time you can provide will be helpful.

**Location**

The CPAWS office boardroom at 506 Steele Street.

**Supervision**

You will be working with the office manager and any other staff members who may be involved.

**What do you get out of it?**

A chance to help out in a relaxed setting. Tea and coffee are always available.