



Volunteer Job Description

Volunteer Position: Newsletter Folder

Responsible to: *Communications VISTA-* Katie Lynn Deater
VISTA Supervisor- Elizabeth Roscano

Purpose of Job: To prepare newsletters to be mailed.

Description:

- Arrive to St. Cecelia’s Parish on the fourth Monday of the month at 1:00PM
- Label and or seal newsletters
- Count newsletters and give numbers to Newsletter Coordinator
- Separate newsletters by zip codes starting with 630, 631, 633, and other.

Qualifications/Skills Needed:

- Must be able bodied enough to walk up and down stairs

Screening Requirements- N/A

Benefits Offered- Opportunity to serve and support older adults

Training:

- Arrive 10 minutes before newsletter folding.
- Communications VISTA will go over forms and demonstrate labeling procedures.

Length of Commitment: 1-2 hours per month for at least three months

Location: St. Cecelia’s parish basement. 5418 Louisiana St. Louis, MO 63109

Days and Times: 4th Monday of the Month at 1:00PM

Confidentiality Statement: SGSM Network volunteers are expected to keep information about individual people served by SGSM confidential from those outside SGSM and to share it internally only with staff also concerned with that individual.

I affirm that I have read and understand the job description and I am willing and able to comply with the demands of the job described.

Volunteer Signature: _____

Date

VISTA Supervisor Signature: _____

Date



Volunteer Registration

Primary Title: ___ Mr. ___ Mrs. ___ Miss ___ Ms. Registration Date: _____

Last Name First Name Middle Initial Parish Affiliation

Address Apt. #

City State Zip Code Date of Birth

Contact Information

Home #: _____ Cell #: _____

Work #: _____ E-mail: _____

Emergency Contact

Name: _____ Home: _____

Relationship: _____ Work: _____