



## Volunteer Job Description

Volunteers are the backbone of South Grand Senior Ministry's programs. Without the help of our wonderful volunteers, we would never be able to accomplish the myriad of services that we provide to increase the quality of life for the older adult population in the greater St. Louis area.

### Newsletter Program

**Volunteer Position:** Newsletter Coordinator

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

**Purpose of Job:** To implement South Grand newsletter sealing/labeling/distribution to post office.

#### **Description:**

- Arrive to St. Cecelia's Parish on the fourth Monday of the month at 1:00PM
- Welcome any new folders and go over volunteer job description with them.
- Label and or seal newsletters.
- Count newsletters
- Separate newsletters by zip codes starting with 630, 631, 633, and other.
- Fill out bulk mailing form
- Delivery Newsletters to Downtown Post Office (1720 Market St, St Louis, MO 63103)
- Deliver bulk mailing form to bulk mail office. Ask for a receipt.
- Mail receipt to SGSM Network Office (2000 South 11<sup>th</sup> Street St. Louis, MO 63104)

#### **Qualifications/Skills Needed:**

- Must be able bodied enough to walk up and down stairs, and load mail trays to and from car.

**Screening Requirements-** Willing to complete and pass criminal record check

**Benefits Offered-** Volunteer Insurance

**Training:**

- Communications VISTA will go over forms and demonstrate labeling procedures.
- Communications VISTA will assist in newsletter folding until new Newsletter Coordinator feels comfortable with volunteer position.

**Length of Commitment:** One Year

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

**Days and Times:** Forth 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

Volunteer \_\_\_\_\_

VISTA Supervisor \_\_\_\_\_