

## **Donation Processing & Administrative Opportunities**

Volunteers serve by opening and processing incoming donations, stuffing and stamping envelopes, etc.

### **Commitment:**

These opportunities are for individuals who are willing to commit to serving one morning per week on a regular basis.

### **Volunteer Age Policy:**

Donation Processing Volunteers and Administrative Volunteers must be at least 18 years old and fulfill the requirements listed on the individual volunteer job descriptions.

### **Next Steps:**

1. If you are interested in applying for a position in these areas, please contact the Volunteer Office to inquire about available openings. Should there be an opening you would like to apply for, the Volunteer Office will ask you to fill out a Business Office Application.\*
2. Individuals moving forward in the process will be invited to “job shadow” and attend a volunteer orientation.
3. If both you and Water Street determine this position might be a good fit, our Business Office staff will work with you to determine your volunteer schedule.

\*Because Business Office Volunteers may come in contact with sensitive or confidential information, background clearances are required.

Volunteer Office

[volunteer@wsm.org](mailto:volunteer@wsm.org)

(717) 393-7709 – option 4