



YD THE YELLOW DOOR
LA PORTE JAUNE

VOLUNTEER WITH THE YELLOW DOOR OFFICE VOLUNTEER

The Yellow Door, a non-profit organization running intergenerational programs for the community, needs help running our day-to-day operations.

As an office volunteer, you would help with general office work alongside YD staff and interns. This role is a great way to gain administrative experience in a non-profit setting. You will be able to see the internal operations of the YD and support us in managing the ever-changing needs of the non-profit sector. Tasks may range from printing/photocopying, making phone calls, conducting research, organizing office spaces, planning events, updating files, etc. There are opportunities to work with the activities coordinator managing our clubs and events, with our outreach coordinator overseeing our services, or with our administration in the main office.

Prior administrative experience is not necessary and office work volunteer positions are open to all ages. Additionally, hours are flexible and may be completed any time the office is open 9:30 to 5:30 PM, Monday - Friday. If you're interested in learning about the general functioning of a non-profit organization and working in a friendly office space, then this volunteer position could be right for you!

If interested, or if you have any questions, please contact
Melissa, YD Volunteer Coordinator, at gen.out@yellowdoor.org.

For more information about the YD please visit our website
WWW.YELLOWDOOR.ORG