**DREAM CENTERS SUPPORT OFFICES VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Dream Centers Office Open Space Coordinator

**Accountable To:** Donor Care Specialist, Caitlyn O’Connell

**Status:** Volunteer position without opportunity for employment

**Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women’s Clinic and Mary’s Home.

**Position Purpose & Overview**

We are seeking an individual who enjoys independent work which provides crucial housekeeping & administrative support to the Dream Centers Support Offices located upstairs (no elevator access) in the Tent at 11035 Voyager Parkway, 80921. Our open office space and breakroom provides volunteer staff workspace and accommodates a variety of meetings Monday-Friday.

Responsibilities

Housekeeping responsibilities include dusting, vacuuming, emptying the trash, procurement of office and breakroom supplies and organization of these supplies. Administrative tasks include organization and inventory of organizational literature stored in the open office space area, as well as gathering these supplies for events and returning these items to storage after an event.

Requirements and Qualifications

* Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed.

Time Commitment

* At least 1x a month – ideally the 4th Thursday from Noon to 4 pm.
* Open to discussion

**Physical Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working Environment** | Seldom | Occasional | Frequent |
| Cold (50°F or less) | X |  |  |
| Heat (90° F or more) | X |  |  |
| Gases/Fumes/Dust | X |  |  |
| Heights | X |  |  |
| Noise |  | X |  |
| Climbing (Stairs/Ladders) |  |  | X |
| Driving |  | X |  |
| Standing |  | X |  |
| Sitting |  |  | X |
| Walking |  | X |  |
| Bending |  | X |  |
| Work with Others | X |  |  |
| Working Alone |  |  | X |
| Crawling or Kneeling | X |  |  |
| Repetitive Movements |  |  | X |
| **Office Machines** |  |  |  |
| Telephone |  |  | X |
| Fax |  | X |  |
| Calculator |  | X |  |
| Computer/Mouse/Printer |  |  | X |
| Copier |  | X |  |
| Scanner | X |  |  |
| **Moving Heavy Items** |  |  |  |
| Lifting/Lowering |  | X |  |
| Pushing | X |  |  |
| Reaching Over Shoulder |  | X |  |
| Reaching Forward |  | X |  |
| Carrying |  | X |  |
| **Other Requirements** |  |  |  |
| Visual Acuity: Near |  |  | X |
| Visual Acuity: Far |  |  | X |
| Color Discrimination |  |  | X |
| Hearing |  |  | X |
| Speech |  |  | X |
| Manual Dexterity |  |  | X |
| Eye-Hand Coordination |  |  | X |