



The Urban League of Metropolitan St. Louis, Inc.

Volunteer Position Description

Position Title: Community Organization Assistant

Immediate Supervisor: Director, Community Organization

Job Description

The Community Organization Assistant is responsible assisting with establishing and maintaining strong and sustainable relationships with target communities and assists in ensuring that agency programs are meeting the needs of the community. S/he may assist in developing presentations to be used for various community meetings and other events. Other duties may include for safely and properly judging, handling, and distributing food and clothing items. S/he will sign clients in and ensure completion of necessary paperwork to verify eligibility for service. S/he may be required to lift packaged food items (cans, cases, bottles, and boxes) weighing up to approximately 30 pounds, sort and box food items and/or distribute food items to clients. The volunteer may also be responsible for sorting and arranging clothing donations for display for client selection.

Available sites include:

- 4151 Olive
- 8960 Jennings Station Rd
- 1401 Broadway

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week.

Hours of Operation:

- Monday, Wednesday, and Friday - 8:30 am – 5:00 pm
- Tuesday and Thursday – 8:30 am – 7:00 pm
- Saturdays – 9:00 am – 12:00 pm

This opportunity is available to

- Adolescents
- Adults
- Small Groups (2 –10)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108