



IN YOUR CORNER®

Office Move Support Volunteer

Purpose:

Community Action Marin is moving our offices from our current location in San Rafael to our new campus located in Novato. We are seeking volunteers to assist our staff members to pack documents and miscellaneous items in preparation for the relocation, and to unpack at the new location.

Agency Contact: Volunteer Services – volunteer@camarin.org

Responsibilities and Duties:

- Pack documents and miscellaneous items at the current office location.
- Copy documents as required.
- Shred unwanted documents.
- Label and organize items/boxes to be moved.
- Unpack and organize documents and miscellaneous items at the new campus.
- Other moving support tasks as required.
- Demonstrate a positive attitude and welcome a collaborative work environment.
- Adhere to Agency privacy and confidentiality standards, health and safety protocols, and the Code of Ethics.
- Communicate with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.

Time Commitment:

- January 21 through February 16/Packing at current location in San Rafael.
- March 3 through March 16/Unpacking at new location in Novato.
- Various weekdays.

- Various hours between 8am-5pm. Some evening hours may be requested.
- Apply for some or all the days and hours.
- Volunteer assignments will be scheduled based on the volunteers' desired work schedule and staff members' request for support.

Required Skills and Qualifications:

Skills:

- Ability to follow directions and be comfortable in an office environment.
- Ability to engage with individuals in an empathetic, culturally responsible manner.
- Adapt well to a dynamic, rapidly changing environment and works effectively within a team.
- Willingness to provide a pleasant and welcoming environment.

Qualifications:

- Ability to operate photocopy and shredding equipment.
- Ability to pack moving boxes securely and efficiently.
- Ability to wrap and pack breakable miscellaneous items.
- Ability to lift and move items and boxes as required.
- Ability to unpack documents and other items in an organized manner.

Benefits to Volunteer:

- Volunteer for Marin County's largest nonprofit social services provider.
- Be part of a momentous and historic move for the Agency.

Location:

- **Current Office Location:** Community Action Marin Headquarters: 555 Northgate Drive, San Rafael
- **New Campus Location:** 7665 Redwood Boulevard, Novato (San Marin Drive exit)

Reasonable Accommodations:

This opportunity may involve physical demands (e.g. climbing stairs, carrying, lifting, etc.) as the actions are an essential function to the role. Reasonable accommodation may be made to enable individuals with qualifying disabilities to perform essential functions.