



Thank you for volunteering with Wasatch Community Gardens. Every volunteer position helps our organization empower people of all ages and incomes to grow and eat healthy, organic, local food. As a local nonprofit agency, we could not do any of this without your support.

Position Title:	Office Assistants
Position description:	Volunteers will assist WCG staff in office tasks, including but not limited to data entry, social media, updating event information on community calendars, website maintenance, outreach, organizational tabling events as community fairs/festivals/information gatherings, flyering for events, art projects, donation, and research projects.
Ideal volunteer:	This is a great volunteer opportunity for students needing to complete service learning hours, individuals who need to complete community service, individuals looking to increase their nonprofit/professional career knowledge, or individuals committed to WCG.
Reports to supervisor:	Volunteer Coordinator
Length of commitment:	Depends on project, but most projects will require a one-time commitment.
Dates needed:	TBD, based on office needs; must be available to volunteer sometime during traditional work week schedule (Monday – Friday 9 am – 4 pm).
Location of volunteer work:	Wasatch Community Gardens main office located at 824 S 400 W, Ste B127, SLC, UT
requirements:	+18 years of age Completed online volunteer application. Completed volunteer orientation. Must follow confidentiality policy Volunteers must sign in and out of an hour log.
qualifications:	Volunteers should have basic computer knowledge. On some projects, transportation will be necessary.
training provided:	Volunteers will be provided with detailed instructions for their assigned project.
Mission related:	This volunteer opportunity supports the organizational staff so they can focus on how each program relates to the WCG mission.
Additional info comments:	

For more information or questions specific to this position, please contact the Volunteer Coordinator, Felecia via email or phone at felecia@wasatchgardens.org | 801.359.2658 x 11.
