

Community Lifeline Center, Inc.
Position Title: Short-term Project Volunteer

Agency Description: Community Lifeline Center (CLC) strengthens communities in North Collin County by guiding residents in crisis back to self-sufficiency and independence.

Summary of Position: This position will support several activities within the organization - office duties including mailings, filings, scanning and copying.

Work Site Location: Community Lifeline Center, 1601 N. Waddill St. Suite 102, McKinney

Responsibilities: (Can include all or some of the listed responsibilities)

- Assist with special mailings for events and/or solicitation
- Scanning documents for storage
- Filing

Minimum Qualifications:

- Dependable
- Able to follow orders
- Flexible
- Ability to pass a background Check

Minimum Age Requirements: Minimum 18 years of age

Time Commitment: Minimum 2 weeks or the time needed to complete the actual project

Dress Code: Casual (No short, shorts or halter tops). Walking shorts are acceptable

Benefits: Resume Builder, additional opportunities in other positions, joy of serving others

Reports to:

Volunteer Resources Manager
Executive Director

All Potential volunteers are required to complete a volunteer application, orientation and pass a background check.