

# LAKEWOLD GARDENS

## Volunteer Position Description

### Administrative Assistant/Special Projects

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- Position Title:** Administrative Assistant – volunteer status
- Location:** Work to be performed at Lakewold Gardens: 12317 Gravelly Lake Dr. S.W., Lakewood, WA 98499. Wednesdays between 10am and 4pm.
- Key Responsibilities:** Assist administrative staff with organizing, copying/scanning documents and images, shredding, preparation of mailings, etc. A work from home option may be available depending on the project or task.
- Qualifications:** Knowledge of common office equipment and office skills helpful but not required. Specific tasks and projects will be dependent upon volunteer's office equipment experience, knowledge and comfort level.
- Time Commitment:** No specific time commitment required but we find a 2-4 hour shift works well. If a volunteer has committed to come in on a specific day/time, and volunteer needs to cancel, a courtesy call or e-mail to the volunteer manager or administrative staff is required as soon as possible.
- Training/Support Provided:** Minimal training is required. An overview of the task will be provided when assigned. Volunteer manager or administrative staff assigning the project will provide the overview and ongoing support if needed.
- Benefits:** A Friends & Family membership is given after completion of 15 volunteer hours, annually. An annual Picnic with Purpose is held in August to recognize the efforts of volunteers.
- Volunteer Manager:** Cora Wells  
**Phone and e-mail:** 253-584-4106 x106  
cwells@lakewoldgardens.org
- Program Website:** [www.lakewoldgardens.org/volunteering](http://www.lakewoldgardens.org/volunteering)
- Mission Statement:** To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.