

Ramp It Up Clerical Volunteer

1. Preferably have a knowledge of building, carpentry and construction
2. Understand some facets of construction drawings
3. Maintain files for all applicable paperwork for volunteers, clients and teams
4. Update all applicable databases
5. Create cost comparison charts for materials
6. Inventory all tools and tool trailers
7. Maintain and support current fundraising activities
8. Strong communication with program directors
9. Telecommunications as necessary