

## Volunteers

HSA has an immediate need for volunteers to help with:

- Events at the school – ushers, coat checking, bartenders, servers, hall monitors and crowd control helpers
- Community outreach – street fairs and concerts
- General administrative office work (e.g., receptionist, filing, collating, taking attendance for classes, database entry and updating, photocopying, etc.).

Some of the Volunteer Responsibilities:

- Greet the public at events
- Act as an usher at various events at the school or other venues
- Hand out and/or collect programs/information/forms
- Check coats during an event and/or activity at the school and other venues
- Staff the buffet tables during events and/or activities
- Clear tables and chairs during events and/or activities
- Collect tickets at events and/or activities
- Give tours of the school
- Help refresh the school's facility by painting, sorting items for disposal/storage, moving furniture
- Help set-up equipment in the theater or school for events and/or activities
- Perform general office duties, filing, data-entry, collating, printing, compiling lists

General Hours Needed

Monday through Friday 10:00 AM – 6:00 PM

Some weekends and evenings

## Qualifications & Knowledge

Volunteers must:

- Enjoy working with the public
- Be able to comply with a dress code when requested
- Be punctual, reliable, and able to communicate clearly and in a timely manner
- Bilingual (e.g., Spanish, French), capability a plus
- Demonstrated proficiency using Microsoft Office suite (e.g., Word, PowerPoint & Excel), a plus
- Demonstrated proficiency in using Blackbaud, Raiser's Edge, and/or Education Edge
- Ability to work weekends (e.g., Saturdays and Sundays) and some weekday evenings a plus
- Volunteers working with children will be required to undergo a background check



To Apply

Email a resume and cover letter with a subject line of "Volunteer Opportunities + YOUR NAME" to: [volunteers@hsanyc.org](mailto:volunteers@hsanyc.org)

As projects and events are planned, and the volunteer staffing needs are developed, HSA will reach out to those candidates whose skill sets and availability are the best match. No phone calls, please.