



Building Thriving Families

Restoring Hope to Teens

Empowering Supportive Communities

## **Position Title:** Office Volunteer

- **Work Location:** 2404 East Mill Plain Blvd #A, Vancouver WA 98661

Volunteer will work in the Project Patch Administrative office. Work must be done at the office. Public transportation is available near-by.

- **Purpose of the Position:** To assist the staff which includes the Administrative Assistant and Development Coordinator with various office tasks and special projects such as alumni research, mass mailings, materials preparation, filing, and data entry as needed.
- **Responsibilities and Duties:** **Must make a keep a time commitment.** Must be available one day a week for 4 hours, during the hours of 8:00 – 5:00 PM, Monday through Thursday.
- **Qualifications:** Pleasant manner, office assistance experience, patience, problem-solving ability, dependability.
- Basic knowledge of office machines, computers, and data entry. Must have the ability to alphabetize and file.
- Application, back ground check and references required.

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**About Us:** Project Patch is a Christian non-profit organization with a vision of building thriving families, restoring hope to teens and empowering supportive communities.

**Vision of Project Patch:** Building Thriving Families, Restoring Hope to Teens and Empowering Supportive Communities.

**Project Patch - Family Experience:** Families are being pulled apart and this is a weekend for the family to learn to pull together. These weekends are led by coaching therapists who help families experience understanding and success in roles, personalities, communication,

problem solving, values and things thriving families do. This program is based from the beautiful 500 acre Project Patch Family Center near Goldendale Washington. This is a very unique program which uses active family experiences, skilled specialists, and a fun atmosphere to encourage learning and build skills.

**Project Patch - Youth Ranch:** We provide the youth with a comfortable, safe, relaxing, and beautiful environment on approximately 170 acres with open green space, forested area, a pond and river in the mountains just outside of Boise Idaho. They spend a year living in same gender dorms that have a home like feel. This Joint Commission Accredited and State Licensed program provides for the emotional, spiritual, education and physical needs of boys and girls ages 12-17.

**Questions:** Please contact [info@projectpatch.org](mailto:info@projectpatch.org). More information, visit [www.projectpatch.org/volunteer](http://www.projectpatch.org/volunteer).