



MLK Jr. Worker Center Dispatching Volunteer

Primary Responsibility: The main duty of this position is to support staff with various tasks associated with running the Center. It is necessary that volunteers in this role are comfortable communicating in Spanish, at the minimum conversationally.

Time: 2 to 3 hrs/day (7am-10am or 8am-11am), as many days as possible.

Location: Worker Center at 240 NE Martin Luther King Jr. Blvd.

Requires: Spreadsheet management, emailing, texting, reporting, consistency, attention to detail (no prior experience necessary).

Workflow: Help with signing workers in as they arrive in the morning. Assisting running the raffle. Greeting employers and helping them get the appropriate workers. Answering phones. Making follow up calls to employers. Data entry.

Works With: Activities Coordinator, other dispatchers, and Worker Center Director.