**Commitment Level:** Low, 1-2 shifts per week

**Commitment Flexibility:** Medium (shifts during office hours)

**Intake:** Throughout the year

**Staff Member:** Office Coordinator

**Duties:** Office volunteers help with the day-to-day running of the office, as well as get to be the first face new people meet when they walk in the door. This position is the lowest level of commitment with volunteers signing up for 1-2 shifts a week where they help out in our office during office hours.

**Management:** Volunteers can apply anytime throughout the year and will be managed by the Office Coordinator. Office volunteers will be expected to attend the next available Volunteer Orientation for the morning only (general APIRG content and anti-oppression).