

EXCITING VOLUNTEER POSITIONS AVAILABLE

Looking Upwards, Inc. is a private non-profit agency established in 1978, which provides residential and vocational services to adults with developmental disabilities as well as home, school and community based services to children with diverse needs and their families.

Consider the opportunities below and if you're interested in volunteering with an excellent organization that is both friendly and fun give us a call. Your role will assist us to achieve our mission of supporting people with disabilities to have satisfying and meaningful lives/ Please contact Angela Semonelli, Human Resource Director/Volunteer Coordinator at 847-0960 ext. 47 for more information.

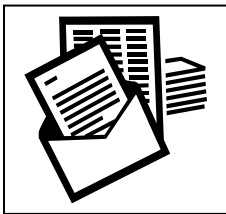
POSITION TITLE: Reception Assistant

RESPONSIBILITIES: Answer the telephone, greet persons in a warm friendly manner and direct them to appropriate person or meeting place, copying, filing, data entry as well as opening and distributing mail, basic computer skills are helpful. A background or past experience working in an office type environment preferred.



HOURS: Hours 10:00 a.m. to 2:00 p.m. on Wednesday and Thursday's (timeframe flexible) at the agency's main office located at 438 East Main Road in Middletown.

POSITION TITLE: Fundraising Committee Secretary



Be a minute taker
Memo maker
An organizer to set our meeting date
So members don't arrive late
Take on invitation design &
Get them mailed on time
But...most of all
Someone who'll enjoy our success
Is the very best

Basic knowledge of computers, some familiarity with fundraising experience and the Newport county community

HOURS: 5 – 25 per month – varies depending upon schedule of events. This position would be based at our Middletown office but will vary depending upon location of events/activities



POSITION TITLE: Computer Support Technician

RESPONSIBILITIES: Inventory and evaluate computer function regarding work processing, internet access and printing capabilities and provide findings, along with recommendations, to Systems Administrator. Volunteer would need computer, internet and printer trouble shooting experience.

HOURS: 2 – 3 hours per day, 1 to 3 times per week (timeframe flexible).

All volunteer applicants will participate in an informational interview process and will have a Rhode Island and National Criminal Background check completed. Volunteers will receive an orientation to agency services and standards as well as volunteer duty specifics.