



## Logistics & Administrative Support Volunteer

### Role Purpose

The Logistics & Administrative Support Volunteer provides **behind-the-scenes operational support** that helps Lakewood Pride programs, events, and communications function smoothly. This role focuses on **organization, preparation, and follow-through**, rather than public-facing engagement.

The position exists to reduce cognitive load for event leads and volunteers by ensuring systems, materials, and information are prepared in advance.

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### Primary Responsibilities

- Assist with organizing and preparing materials for events or programs
- Support basic administrative tasks such as tracking supplies, lists, or schedules
- Help maintain shared documents, templates, or checklists
- Prepare signage, packets, or materials ahead of events
- Assist with post-event organization and documentation
- Support leadership with clearly defined, task-based requests

Tasks are assigned with **clear instructions and deadlines**.

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### Sensory Expectations

- Generally low sensory environments
- Quiet or low-stimulation workspaces
- Screen-based tasks or light physical organization
- Minimal exposure to crowds or loud environments

### Social Expectations

- Limited social interaction



## Logistics & Administrative Support Volunteer

- Task-focused communication
- Primarily one-on-one or written communication
- No public-facing or hosting responsibilities

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### Energy Expectations

- Low to moderate energy demand
- Work is task-based with natural stopping points
- Flexible pacing supported
- Volunteers may work independently

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### Skills & Experience (Preferred)

- Comfort with organization, lists, or systems
- Ability to follow written instructions
- Attention to detail
- Basic comfort with email, documents, or spreadsheets

No prior nonprofit or administrative experience is required.

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### Boundaries & Clarifications

- This role does **not** involve decision-making authority
- This role does **not** require public speaking or facilitation
- Volunteers are not responsible for managing people or conflicts
- Sensitive issues are escalated to designated leadership

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### Time Commitment



## **Logistics & Administrative Support Volunteer**

- Flexible and project-based
- Typically 1–3 hours per week or per assignment
- Advance notice provided whenever possible

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### **Accessibility & Support**

Lakewood Pride supports this role by:

- Providing written instructions and checklists
- Offering predictable workflows
- Respecting communication preferences
- Allowing breaks, pacing adjustments, and role modifications

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### **Why This Role Matters**

Logistics & Administrative Support Volunteers:

- Increase organizational reliability
- Reduce burnout for event leads
- Improve consistency and follow-through
- Make community-facing work possible