



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.

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**.

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
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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.

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