



The Urban League of Metropolitan St. Louis, Inc. **Volunteer Position Description**

Position Title: Urban League Guild Member

Immediate Supervisor: President, Urban League Guild

Job Description

The Urban League Guild Council member is responsible for sustaining strong and sustainable relationships with target communities and assists in ensuring that Guild programs are meeting the needs of the community. Volunteers are responsible for assisting in the planning and preparation for a variety of cultural, educational, social and fundraising activities and programs. These activities may include voter registration, literacy events, and community outreach events. Volunteers may also serve as hostess for these special events. The position requires a pleasant personality to use the telephone and answer general questions from the public.

Available sites include:

- 3701 Grandel Square

Time Commitment:

Requires a minimum commitment of attendance at the Guild's monthly meeting.

Hours of Operation:

- Meeting dates are the second Tuesday of each month between September and June at 5:00 p.m.

This opportunity is available to

- Adolescents
- Adults
- Small Groups (2 –10)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108