

## Volunteer - Pay It Forward Holland



The City of Holland is seeking an individual to provide administrative support to the Pay It Forward Holland Program.

Responsibilities include processing and mailing card requests received online, collecting/analyzing tracking received from [www.payitforwardholland.org](http://www.payitforwardholland.org), and other miscellaneous duties related to the program. The ideal individual will have some office experience, including knowledge of Microsoft Word and Excel, and able to work on Friday afternoons for 2-4 hours, as needed. This is an un-paid, volunteer position.

Interested individuals should complete a volunteer application and submit to the City of Holland Mayor's Office, Attention: Volunteer Services, (616) 355-1311, (616) 355-1490 fax, [volunteer@cityofholland.com](mailto:volunteer@cityofholland.com).

### Supporting Documents

 [Non-Appointed Volunteer Application](#)

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<http://www.cityofholland.com/citycouncil/volunteer-pay-it-forward-holland>