

**DONOR SERVICES SUPPORTER**  
**Volunteer Job Description**

**TITLE:**

Donor Services Supporter

**LOCATION:**

Bethesda Mission Administration Office  
2101 N. Front St. Ste. 301  
Harrisburg, PA 17110

**TIME:**

Any time from 8:00 am – 4:00 pm (M-F)

**DUTIES:**

- Stuff envelopes
- Make copies
- Prepare mailings

**QUALIFICATIONS:**

- Ability to follow instructions
- Ability to operate a copier, or willing to learn
- Ability to maintain confidentiality