



# Volunteer Position Description

*We are strong and successful because of the leadership and talents of our volunteers.*

## FILTER BUILD SETUP COORDINATOR

**WORKS WITH THE DIRECTOR OF PROGRAMS AND OPERATIONS**

**VOLUNTEER POSITION, AVERAGE OF 4-6 HOURS PER MONTH**

20 Liters tackles the clean water crisis with our sleeves rolled up. We don't just advocate, educate and raise funds, we get to work producing the long-lasting, innovative filter technologies that provide sustained access to clean water for millions of people around the world.

The Filter Build Setup Coordinator help us meet our goals by ensuring filter build spaces are set up and ready for build events in advance. The Setup Coordinator will determine what filters and filter items can be produced based upon current inventory.

This person should be comfortable with carrying and lifting up to 35lbs, sending emails and making phone calls.

### TASKS AND ASSIGNMENTS

- Before a filter build is scheduled to occur, prepare the filter build space, including:
  - Determine what filters and filter items can be produced based upon current inventory
  - Set up filter build stations with necessary tools and items
  - Communicate with filter build leaders about what stations are set up.

### SKILLS AND ABILITIES

- Communication skills including writing emails and making phone calls
- Ability to learn an online scheduling tool
- Flexibility, adaptability and creativity
- Basic computer skills: email, internet browsing, documents, spreadsheets

### OPPORTUNITIES AND BENEFITS

- Hone your organizational and communication skills
- Volunteer on your own schedule
- Meet other volunteer leaders, humanitarians, and professionals
- Learn new strategies, skills and methods
- Learn about the global water crisis
- Make dirty water clean for the most vulnerable

### INTERESTED?

Send an email to [info@20liters.org](mailto:info@20liters.org) and we'll start the conversation.