

## **RVI needs a**

# **LITERATURE APPOINTMENTS COORDINATOR**

RVI is in search of a volunteer **Literature Appointments Coordinator** who could meet with customers **outside of office hours by appointment**. This is a very flexible position. You make appointments whenever it is convenient for you and the prospective customer.

You would have a key to the office and meet people on your own. Your responsibilities would include **taking payments (cash, check or charge), writing out receipts, and taking special orders**. You could enlist other volunteers to help you. You would be working closely with the Office Administrator on maintaining an inventory of literature and tokens.

We are asking anyone interested in this position to have **1 year sobriety**.

**Call or Text LUELLA at 540-397-1355** if you have any questions or would like to serve in this capacity.