



## VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE: Office Assistant**  
**REPORTS TO: Operations Manager/Administrative Assistant**

### HOURS

Hours are flexible according to identified task and volunteer availability. Most work must be completed during normal office hours, 8:00 a.m. – 4:30 p.m.

### TASKS

- Assist with routine activities in the administrative office such as:
  - Typing/Data Entry
  - Filing
  - Mailings – folding letters and labeling envelopes
  - Photocopying
  - Answering phone calls with a cordial greeting and forwarding calls or taking messages as indicated. Fill-in for Receptionist as needed.
  - Greeting visitors, guests and families to the Center
- Other tasks as assigned

### QUALIFICATIONS

- Knowledge of Microsoft WORD, EXCEL and ACCESS or a willingness to learn.
- Knowledge of basic office equipment or a willingness to learn.
- Willingness to act as part of an administrative team.
- Ability to maintain confidentiality and professionalism and convey the mission of the Center.

### BENEFITS

- Gain an increased awareness of the Center and its mission in the community.
- Sharpen office-related proficiency or learn new skills.
- Accumulate volunteer hours for personal portfolio.