

Volunteer Position Description Office Worker

Component	Description
Job Title	Office worker/volunteer coordinator
Purpose	To greet anyone coming in. Answer phone. Help clients as needed. Keep volunteers lined up as needed.
Key Responsibilities	Make calls concerning client's needs as she prepares to go to a residential program—fax, type, etc. as needed. Pick up mail. Oversee office activities and volunteer scheduling.
Location	Office and/or from home at times
Supervision	Co-Presidents/ Board of Directors
Length of Appointment	One year
Time Commitment	4 hours/day, Monday-Friday
Qualifications	Be proficient in Microsoft Office Suite, computer skills, good with people, have a commitment to the program, high school diploma or GED,
Benefits	T-shirt, name badge, volunteer recognition, meal if volunteer time includes a meal prepared for clients
Support Provided	Volunteer training and orientation. Co-Presidents will assist as needed until familiar with daily routine and operations.

