



Administrative Volunteer

PURPOSE: Perform a wide range of office support activities to facilitate the efficient operation of the organization.

REPORTS TO: Volunteer Coordinator

LENGTH OF SERVICE: Minimum commitment is six months

LENGTH OF SHIFT: Minimum shift is one hour

SCHEDULE: Determined by Volunteer Coordinator and Volunteer

REQUIREMENTS:

- 18+ years old
- General office experience helpful
- Computer literate
- Ability to maintain confidentiality
- Positive and enthusiastic attitude

POSITION DESCRIPTION:

- Duties will vary depending on organizational needs. May include:
 - Photocopying
 - Scanning
 - Filing
 - Quality Checks
 - Front Desk support
 - Checking in/organizing in-kind donations
 - Special Event support
 - IT support