



Administrative Volunteer

PURPOSE: To perform a wide range of office administration tasks in order to support the efficient operation of the organization.

CATEGORY: Individual Volunteer

REPORTS TO: Youth Programs Coordinator

TIME COMMITMENT: This position requires a 6 month minimum commitment. Volunteers are expected to attend once per week on average, for 1 hour or more.

SCHEDULE: Determined between Volunteer and Youth Programs Coordinator. Available hours are from 10 am - 5:45 pm, Monday - Friday.

OVERVIEW:

Our organization is incredibly dynamic, and our office administration needs reflect this. While much of this position will include the basics such as copying, data input, and organizing materials, the purpose behind this work connects you to our community at-large. Whether your time with us helps the Program staff to better engage the youth during their classroom time, or our Admin staff to easily connect families to additional resources within our network, you will have a positive impact on ICAN's mission to provide free, comprehensive programs that empower youth to be productive, self-confident, and responsible members of the community.

Additional duties could include:

- Photocopying
- Scanning
- Filing
- Quality Checks
- Front Desk support
- Checking in and organizing in-kind donations
- Special Event support
- IT support

REQUIREMENTS:

- Administrative volunteers must be 18 years or older
- Computer literate
- Ability to maintain confidentiality

- General office experience is helpful
- A “Can-Do” attitude and a professional, cooperative demeanor