

Volunteer Job Description

Position Title: Office Volunteer

Assignment: Safe Harbor Child Advocacy Center

Term of Appointment: 6 months to one year

Commitment: 6-8 hours per week

Definition:

Working under the supervision of the Executive Director, an Office Volunteer will provide general office support and complete other tasks as assigned by the Executive Director.

Duties and Responsibilities:

1. Understand confidentiality and the personal commitment to maintain confidentiality at all times; must sign a confidentiality statement.
2. Interact with clients and visitors.
3. Answer telephones and take accurate messages when necessary.
4. Prepare responses to correspondence containing routine inquiries.
5. Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing.
6. Create and modify documents such as invoices, receipts, reports, memos, and letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks, or other programs.
7. Support staff in assigned project-based work.
8. Assist in special events, such as fundraising activities.
9. Other duties as assigned by the Executive Director.

Desired Knowledge, Skills, and Abilities:

1. Commitment of time, interest, and energy to fulfill expectation of Safe Harbor Child Advocacy Center.
2. Computer literate.
3. Good writing, analytical and problem-solving skills.
4. Knowledge of principles and practices of organization, planning, records management and general administration.
5. Ability to communicate effectively.
6. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and facsimile machines.
7. Ability to follow oral and written instructions.

Minimum Qualifications:

1. Must be 18 years of age – minimum.
2. Complete (pass) a background check conducted by Child Protective Services (CPS) and law enforcement.
3. Willingness to work within the guidelines, policies, and standards of Safe Harbor Child Advocacy Center.
4. At least three (3) years of experience in general office responsibilities and procedures.
5. Ability to work well either alone or as part of a team.