



Administrative Position Description

Position Title: Administrative/Clerical Volunteer

Position Type: Community Office Supporter

Purpose: Volunteer will assist with office tasks at the community office and shelter as needed

Location: Administrative volunteers will volunteer at the shelter or the community office.

Key Responsibilities:

- File Review
- Filing
- Document Review
- Data entering
- Copying
- Event preparation
- Errands
- Organization
- Misc. Office Tasks
- Documenting volunteer hours as instructed

Supervised By: The Volunteer Coordinator

Time Commitment: Shifts are 1-3 hours; no minimum required

Physical/Age Requirements: 18 years or older

Qualifications: Knowledge of common office equipment preferred; knowledge of Microsoft Office preferred

Training Required: Volunteer Orientation

Dress Code: Casual