

20th FSS CHILD DEVELOPMENT CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Child Development Administrative Assistant
ORGANIZATION: Child Development Center
CONTACT PERSON: Yulanda Richardson
PHONE 895-2247
WORK LOCATION: Building # 2449
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday
START DATE: ASAP

VOLUNTEER DUTIES:

1. Answer the telephone and taking accurate messages
2. Filing
3. Preparing documents and forms for staging
4. coordinating records
5. Organizing records and documents
6. Shredding and or disposal of un-needed forms
7. Preparing supply lists and inventory lists

SPECIAL REQUIREMENTS:

1. Customer Service Skills
2. Clerical and Office experience
3. Enjoy working with kids
4. Complete a security background check and certify statement of conviction and shot record
5. Telephone skills.

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction from Staff members in accordance with Air Force child development center guidelines

Signature of "Volunteer

Date

Signature of Volunteer Supervisor

Date