

# VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** EFMP Administrative Assistant  
**CONTACT PERSON:** EFMP coordinator  
**PHONE:** 895-1163  
**WORK LOCATION:** Bldg 1127, Shaw AFB  
**ORGANIZATION:** Airman and Family Readiness Center  
**ADDRESS:** 524 Stuart Ave  
**HOURS NEEDED:** 0900 - 1200  
**DAYS NEEDED:** M W F  
**START DATE:** 6 Apr 2011  
**END DATE (If temporary):**

**VOLUNTEER DUTIES:** General administrative duties to assist Exception Family Member program coordinator with promoting/marketing program, maintaining files and customer contact/follow-up. May be required to use multiple forms of office automation and software with varied functions to produce a wide range of documents, formats, etc. Duties involve answering phone, assist with customer referral, and maintain email grouping coordination and facebook page.

## **SPECIAL REQUIREMENTS:**

1. Have a working knowledge of computers (MSWord, MS Excel, MS PowerPoint)
2. Be familiar with the military system and chain of command
3. Exhibit and have exceptional interpersonal and telephone skills. Be good at dealing with customers and diverse groups of people

## **ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION**

1. Obtain a variety of skills that can be used to build a strong resume.
2. Obtain interactions with multiple base offices and customers
3. Gain skills in the acquisition field

**TRAINING:**

1. Training volunteer will receive training on operation of various office equipment to include, but not limited to: computers, scanners, FAX machine, and copy machine
2. Training will be one-on-one instruction from EFMP coordinator

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Signature of "Volunteer"

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Date

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Signature of Supervisor

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Date