

# VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Office Assistance- Saint Leo University  
**CONTACT PERSON:** Rick Wild  
**PHONE** 666-3221  
**WORK LOCATION:** Education Office  
**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** Monday – Friday

## **VOLUNTEER DUTIES:**

1. Assist the staff coordinator with typing
2. Assist with answering the telephone
3. Assist with receiving clients
4. Mail correspondence
5. Filing
6. Ordering supplies
7. College related duties and functions as necessary

## **SPECIAL REQUIREMENTS:**

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Customer relations
3. Exceptional telephone skills.

## **TRAINING:**

1. Will train volunteer on office operations
2. One-on-one instruction from St. Leo Staff

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Signature of Volunteer

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Date

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Signature of Supervisor

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Date