

20 FSS – YOUTH CENTER ADMINSTRATIVE SUPPORT VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Office Assistant
ORGANIZATION: Youth Center
CONTACT PERSON: Deborah MacQueen
PHONE 5-2251
WORK LOCATION: Building # 2444
ADDRESS: 322 Laurel St
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday
START DATE: ASAP

VOLUNTEER DUTIES:

1. Answer the telephone, refer customers to the appropriate staff member and take accurate messages
2. Assist with copies, collating and stapling of materials
3. General Office typing as needed
4. Provide administrative support to the Director
5. Assist customers, screen clients
6. Assist the Youth Center Coordinator with youth activities

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Enjoy working with kids
3. Complete a security background check
4. Telephone skills.

TRAINING:

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

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date