



"Putting People First!"

VOLUNTEER POSITION DESCRIPTION

VOLUNTEER ASSIGNMENT: Clerical Volunteer

DEPARTMENT: Assigned as Needed

REPORTS TO: Volunteer & Community Activities Coordinator
and Department Manager or designee

QUALIFICATIONS

- 16 years of age or older and under 16 years of age with parent/guardian supervision
- Willing to volunteer minimum of 2 hours per day
- Enjoy clerical work
- Ability to follow instructions and ask questions
- Ability to alphabetize, type and operate office machines
- Team player
- Respect for confidentiality

RESPONSIBILITIES

To be assigned by Department Manager or designee and may include:

- Assisting with mailings, data entry, filing, shredding, xeroxing
- Perform general office duties as assigned

Revised: January 2009

