



VOLUNTEER POSITION DESCRIPTION GENERAL OPERATIONS

TITLE:

Volunteer Department Clerical Assistant GO-VDCA

MAJOR OBJECTIVE:

Provide support to the Volunteer Services department by assisting with clerical duties

RESPONSIBILITIES:

1. Data entry
2. Filing
3. Miscellaneous projects

QUALIFICATIONS:

1. Good communication and listening skills.
2. Willingness to take initiative.
3. Desire to learn about the center's volunteer software system.
4. Experience with computers.
5. Minimum of 16 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. On the job training with the volunteer services department staff

TIME AND PLACE:

Shifts available weekdays

COMMITMENT:

Minimum of three hours per week for six months

SUPERVISION:

Direct supervision by the SNC Director of Operations and Office Coordinator Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter