

## Category 1: Administration

### **OFFICE VOLUNTEER**

#### **Description of Position**

Office volunteers help with various office jobs as needed. This work includes but is not limited to data entry, note writing, help with mailings, and filing.

#### **Qualifications**

- Basic office skills
- Computer familiarity for some tasks
- Neat handwriting for some tasks

#### **Required before starting service**

Complete Volunteer Information Form

Volunteer Orientation

Volunteer Training: Board Orientation offered at beginning of year

**Reports to:** Office Manager or Development Coordinator