



Volunteer Job Description

Title: Administrative Assistant to Coordinator - 1 or 2 volunteers/year

Key Responsibilities:

*Admin and office support to the volunteer coordinator, including data entry, light typing and filing. Some phone calling is also desired. Friendly personality, ability to keep things in confidence. *Ability to help with trainings and special events and booths if the volunteer desires more contact with people and to learn more about our agency!*

Qualifications:

Basic computer literacy and experience working in Microsoft programs including but not limited to Word, Excel, PowerPoint and Access database, letter writing, good communication skills, office etiquette and familiarity with office equipment required. (Fax, copy, printer, Desktop PC.) Prefer someone with good handwriting and good verbal/written communication skills. Attention to detail and accuracy required. Editing experience a plus!

Training and Support:

Training and explanation of all tasks one-on-one by coordinator in a slightly noisy office setting. Participation in an orientation and agreement to do a criminal background check is required.

Time Commitment:

4 hours of initial training and screening time. Orientation may be held on a Saturday morning. Flexible office hours, preferably one morning per week either on a Tuesday, Thursday or Friday between 9 AM and 2 PM. Work 2 to 4 hour shifts as needed or desired. Flexibility is valued and some projects may be completed at home if appropriate.

Initial Impact:

Children and families who are involved with CYF services and who are at risk of poverty, abuse, neglect, drug addictions and criminal or unsafe behaviors benefit from the volunteer program. Office support for the program coordinator will allow her to provide more consistent and ongoing support to mentors, volunteers and donors, who meet with families and youth and who provide direct services and programs.

Sustainable Outcome:

The CYF Administrative Assistants will feel valued while they are working here, and will offer much needed, professional support to the staff in our Life Skills Unit and CYF Division through the volunteer program. Working as volunteers they can be assured that their impact will improve the quality of programs offered directly to clients and will directly improve the cost effectiveness of the volunteer program.