



VOLUNTEER JOB DESCRIPTION

Administrative Support Volunteer	
DESCRIPTION	Administrative Support Volunteers advance the mission of Boys & Girls Haven by ensuring back office and internal functions run smoothly so we can effectively meet the needs of our clients and community.
ROLES & RESPONSIBILITIES	<p><i>Responsibilities may vary by department. The following tasks serve as examples.</i></p> <ul style="list-style-type: none"> • Perform light office work, including filing, sorting, shredding, etc. • Assist in preparing materials for events and mailings. • Answer phones and respond to inquiries. • Work on computer based projects such as data entry and reporting. • Maintain a high standard of conduct reflecting a professional approach and positive attitude, shown by caring, cooperation, honesty and respect for others.
QUALIFICATIONS	<ul style="list-style-type: none"> • Must be 16 years of age or older. • Novice computer skills preferred. • Willingness and ability to complete projects and tasks on a deadline. • Volunteers must be emotionally stable and mature, exhibiting a sincere interest in helping youth develop to their full potential. • Volunteers must not have committed a felony in the last six years or committed a misdemeanor that resulted in imprisonment within the last three years. Other offenses may be considered on a case-by-case basis.
AVAILABILITY	<ul style="list-style-type: none"> • Weekdays (<i>between 8:30 am – 5 pm</i>) based on volunteer availability.
TIME COMMITMENT	<ul style="list-style-type: none"> • Hours of the day are dependent on volunteer availability, but at least 2 volunteer hours, one day a week preferred. • A commitment of at least three months is preferred.
RELATIONSHIPS	<ul style="list-style-type: none"> • REPORTS TO: Department Supervisor • PARTNERS WITH: Other office staff and volunteers
TRAINING REQUIRED	<ul style="list-style-type: none"> • New Volunteer Orientation • Orientation to department and department policies. On-the-job training available as required.
BENEFITS	<ul style="list-style-type: none"> • Volunteer in a fun, friendly environment & help complete meaningful projects! • Potential for new/improved office management/support skills. • Potential for increased interpersonal skills. • Become more closely acquainted with the foster care system. • Gain the satisfaction of helping your community develop more productive citizens. • Participate with other community members who are interested in helping young people reach independence.