

OFFICE HELP

Goal:

As an Office Volunteer you will help maintain efficient operations at the program office by providing assistance with preparation of mailings, answering and making phone calls, data entry, or other office tasks deemed appropriate by your Program Coordinator.

Qualifications (in addition to those of the Volunteer Caregiver):

- Current Act 33/34 clearances (including child abuse clearance, all clearances must have been obtained during the past year)
- Good listening and communication skills
- Patient on the phone
- Comfortable with computers, adept at Microsoft Excel, and able to master other computer-based data organization programs quickly
- Able to volunteer weekdays between 9:00am and 4:30pm at one of the program offices

Responsibilities (in addition to those of the Volunteer Caregiver):

- Perform routine tasks in an office setting
- Commit time to receive ample training to learn the task to be performed

Reporting:

- Report volunteer hours on day of volunteering: volunteer must sign in and out of office