

# 20<sup>th</sup> FSS EDUCATION & TRAINING VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Administrative Assistant – Reception  
**CONTACT PERSON:** Donald C. Ellwood, Education & Training Section Chief  
**PHONE:** 895-4716  
**WORK LOCATION:** Bldg 501, Shaw AFB  
**ORGANIZATION:** Education and Training Section  
**ADDRESS:** 398 Shaw Drive, Shaw AFB  
**HOURS NEEDED:** Core work hours are: 0730 – 1630  
(time can be set upon mutual agreement)  
**DAYS NEEDED:** Any days available  
**START DATE:** As soon as agreed upon by both parties  
**END DATE (If temporary):** End date to be determined by Government

## **VOLUNTEER DUTIES:**

1. Assist with answering the telephone
2. Help customers
3. Filing documents
4. Making copies of reports, letters and suggestions
5. Assist with typing on computer, proof-reading reports and checking math (if desired)
6. Assist with maintaining publication file, data collection and counting
7. Assist with making distribution runs
8. General Office duties

## **SPECIAL REQUIREMENTS:**

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Interpersonal and telephone skills
3. Is good at dealing with customers and diverse groups of people

## **ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION**

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

## **TRAINING:**

1. Will train volunteer on office operations
2. One-on-one instruction

---

Signature of "Volunteer

---

Date

---

Signature of Volunteer Supervisor

---

Date