20 FSS – YOUTH CENTER ADMINSTRATIVE SUPPORT VOLUNTEER POSITION DESCRIPTION

Office Assistant

Youth Center

CONTACT PERSON:	Deborah MacQueen	
PHONE	5-2251	
WORK LOCATION:	Building # 2444	
ADDRESS:	322 Laurel St	
HOURS NEEDED:	Flexible	
DAYS NEEDED:	Monday – Friday	
START DATE:	ASAP	
VOLUNTEER DUTIES: 1. Answer the telephone, refer customers to the appropriate staff member and take accurate messages 2. Assist with copies, collating and stapling of materials 3. General Office typing as needed 4. Provide administrative support to the Director 5. Assist customers, screen clients 6. Assist the Youth Center Coordinator with youth activities SPECIAL REQUIREMENTS: 1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint) 2. Enjoy working with kids 3. Complete a security background check 4. Telephone skills. TRAINING: 1. Will train volunteer on office operations 2. One-on-one instruction from Staff members		
Signature of Volunteer		Date
Signature of Volunteer Superviso		Date

POSITION TITLE: ORGANIZATION: