



Volunteer Position

VOLUNTEER POSITION: Office Assistant Volunteer

ORGANIZATION: HealthRIGHT 360 Resource Center

COMMITMENT: At least 3 hours per week for 3 to 4 months. This term may be extended upon mutual agreement by the volunteer and the staff. We usually need help anytime between 9:00 am and 12 pm or 1:00pm to 4:00pm Monday, Wednesday, or Thursday. Please contact us regarding our current need.

POSITION DESCRIPTION:

We would greatly appreciate your help with office duties. This is a great way for you to help our clients change their lives in a more behind-the-scenes type of way. Your main duties will be related to our housing services and can include:

- Calling various housing properties to make sure waitlists are open
- Making copies of applications and organizing those copies
- Compiling lists of housing applications we need
- Creating cover sheets on Microsoft Word for specific waitlists
- Other tasks may be possible according to your interests, experience and skills

DESIRED SKILLS, QUALIFICATIONS AND PERSONAL QUALITIES:

- Excellent communication, interpersonal and listening skills
- Ability to role model professional behavior to clients
- Maintain professional boundaries and build professional relationships with others
- Ability to use computers and other office equipment and tools
- Prior experience working in a professional office environment is a big plus

TRAINING AND SUPERVISION:

You will be provided with a volunteer orientation. When a new task is delegated to you, we will provide thorough instruction, example, and support prior to performing the task on your own. In addition, as a valuable asset to our team, we're always available to you if you have questions or concerns.