

# Office Volunteer

## Qualifications:

- Computer experience in the past five years, including Microsoft Windows and either Word or Excel
- Willingness to learn and use the Community Caregivers database (CareWorks)
- Customer service and telephone skills
- Willingness to receive supervision and direction
- Please note: strong typing skills are NOT necessary

## Purpose:

To assist in the office to ensure the smooth delivery of Community Caregivers services

## Scope of Work:

Office volunteers assist the staff with a variety of office procedures. They work on a wide range of projects; interact with clients, volunteers, and the public; and learn about many aspects of Community Caregivers' services and operations.

## Responsibilities:

- Answer telephone: schedule services, provide information or direct calls
- Prepare correspondence and mailings
- Assist with record keeping
- Help with copying, file organization, etc.
- Compile brochures and packets of information
- Input data
- Contact coordinators and volunteers as necessary

## Time required:

3 to 4 hours, once or twice a week