



Office Support Volunteer

The job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position

Direct Supervisor: Program Supervisor

Position Function: Assist with various clerical or administrative duties such as filing, data entry, phones, call backs, mailings, scanning and copying or other tasks relevant to your skills/experience.

Experience: Basic to advanced office support experience and knowledge.

Specific Functions: Good interpersonal and communication skills. Ability to take direction and follow policies and procedures. Value a nurturing family as the ideal environment for a person and have the conviction to help people grow and change.

Environment: Inside, office environment. Must be able to stand/and or sit for long-periods of time. Light walking and lifting no more than 25 pounds may be required at times.

Screening: Detailed screening process, including background check, FBI fingerprinting, drug test, sex offender registry check and TB skin test. Maintain confidentiality and follow policies and procedures related to ACH standards.

Confidentiality: **Always** maintain confidentiality and follow policies related to volunteer, personnel, and client records, even after service has ended.

Key Expectations/Responsibilities:

- Communicate with department supervisor to understand needs and receive specific instructions for assignments during scheduled shifts. Assist when needed.
- Establish respectful relationships with ACH staff. Work collaboratively and take direction for ACH staff.
- Submit the days times you volunteer on a timesheet to the Volunteer Services Manager.
- Adhere to all policies and procedures concerning volunteers.