

PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

JOB DESCRIPTION –Administrative Support Volunteer

Administrative Support Volunteers provide assistance to staff in a variety of clerical roles.

Date: 01/09
Status: Non-Exempt

Purpose: The Administrative Support Volunteer provides clerical support to administrative staff of the Presbyterian Children's Village.

Some Areas where help is needed...

- Filing
- Copying
- Collating Handouts and Mailings
- Preparing Mailings
- More

(Note: The possibilities are NOT limited to the list above!)

Qualifications: General knowledge of office procedures, protocols, and privacy policy.

Requirements and Expectations: The Administrative Support Volunteer will be responsible for handling various tasks, such as filing, copying, preparing mailings, etc. The Administrative Support Volunteer may work on a one time project or volunteer on a more structured basis depending on the needs of the Village and the volunteer's time available.

The Volunteer Office Assistant reports to the office supervisor where assigned.

This certifies that I have received a copy of my job description. I have reviewed the **Administrative Support Volunteer** job description with my Presbyterian Children's Village supervisor or a representative from the Human Resources Office, and I understand and accept the expectations and duties of my job as outlined in the job description.

Volunteer Signature

Date

Volunteer print name

Supervisor or Human Resources Signature

Date