

MRHS Administrative Support Volunteer Job Description

Position Title: Administrative Support

Purpose: To provide administrative support to MRHS programs and services, which will insure MRHS clients receive timely access to the information and resources they need to remain in their homes comfortably, safely, and with as much independence as possible for as long as they can.

Duties and Responsibilities:

- Typical activities volunteers will be asked to assist with include, but are not limited to the following:
- Answering telephones.
- Greeting people who come in for the various programs and activities.
- Calling residents to inform them of MRHS programs.
- Sending out birthday greeting and other MRHS mailings.
- Performing other clerical duties around the office.

Time Requirement:

- Office volunteer work takes place during regular office hours (Monday – Friday 9 – 5).
- Schedule is flexible and will vary depending on task and volunteer availability.

Skills and Qualifications:

- Punctual and dependable.
- Ability to see task through completion.
- Knowledge of Microsoft Office Programs, an asset but not required.

Orientation and Training

- Volunteers are required to read the Policies and Procedure Manual and complete a Volunteer Application Form.

Supervision

- Administrative Support volunteers will be supervised by the Office Manager and the Assistant Director.

Benefits

- Give back to your community.
- Improve communication skills.
- Gain new experiences and personal growth.