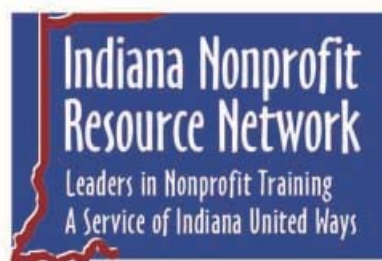


SAMPLE VOLUNTEER JOB DESCRIPTION

Volunteer Office Assistant



Sample Volunteer Job Description: Volunteer Office Assistant

Volunteer Reports to: [the title of the “oversight” staff person]

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in the [organization name] office. This will include answering phones and other administrative tasks as assigned by the [title of the staff person who has oversight of this volunteer]. This position helps to extend the resources in the [organization name] to better assist and direct the needs of our clients.

Essential Duties and Responsibilities

- Answering phones
- Data entry
- Filing
- Maintenance of office space
- Other duties specifically around coordination of special events, or as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of [organization name] volunteers, partners, and donors
- Computer skills are desired, but not necessary

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - Filing System
- Training and supervision conducted by: [identified staff person] or designated trainer

Evaluation

- All volunteers complete a 60 day evaluation

Time Commitment

- During staff meetings (12 pm – 2 pm), any weekday
- Once per week for 4 hours

Sample Volunteer Job Description: Volunteer Office Assistant

Benefits

- Knowledge that you are working as a team to ensure that office functions run smoothly.
- Work experience
- Free refreshments!
- Free parking if needed.

We can't do it without you! Thank you for being part of our team.

Indiana Nonprofit Resource Network (INRN) is a regionally-based service delivered on behalf of Indiana United Ways. We provide affordable, accessible, and high quality training and custom consulting services such as board retreats to any Indiana nonprofit organization. For more information, visit <http://www.inrn.org> or our Facebook page at <http://www.facebook.com/NonprofitTraining>, or sign up for our e-mail list at http://www.inrn.org/contact/join_mailing_list.aspx.

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