

Administrative Volunteer Job Description

Purpose: To provide assistance in keeping the office running efficiently. The volunteer will perform clerical duties which may include answering telephones, opening and collecting mail, photocopying, faxing and filing.

Site & Time:

- Office location and time is to be worked out with your supervisor

Traits

- Ability to travel to one of the agency’s seven office locations
- Comfortable wearing a mask for long periods of time
- Ability to display an energetic and positive attitude
- Personable with the ability to exhibit strong interpersonal communication skills
- Must be twenty-one years old
- Ability to commit to one-year of volunteering with the agency

Responsibilities

- Maintain strict confidentiality during and after the volunteer commitment concerning JCFS clients, their families, and their situations
- Basic knowledge of computer and data entry
- Assist with filing and shredding of confidential documents
- Help maintain a safe and inclusive environment

Key Interactions

Clients	Staff		
Caregivers			

If interested, please contact Haley Zimmerman, Volunteer Coordinator, at haleyzimmerman@jcfs.org or (773) 467-3746.