



VOLUNTEER POSITION DESCRIPTION

TEAM/TASK: OFFICE SUPPORT

TEAM LEAD: Raquel Watjen
408-294-1828 x123
frontoffice@cslsj.org

TIME COMMITMENT/FREQUENCY/DURATION:

- Tuesday through Thursday, flexible hours between 10am-5pm
- We ask that you make an initial 6-month commitment

SKILL(S) REQUIRED:

- Friendly/outgoing and flexible with cheerful phone and in-person presence
- Able to take and follow directions
- Skilled with Microsoft Office (Word, PowerPoint & Excel)
- Able to work a copy machine
- Attention to detail and focused, observant
- Can function in a busy environment with frequent interruptions
- Perfectly happy if the work is non-glamorous!

POSITION EXPECTATIONS:

Our mid-week volunteers are such a gift to the staff at the Center. They handle everything from answering the phones and doorbell – sometimes just so the staff can have an uninterrupted meeting or focused time to get their work done! They make copies, run errands, clean whiteboards, put things in alphabetical order, create file folders, mail letters, hand posters... a myriad of office tasks that need to be done! There's nothing "sexy" about it, but our gratitude is REAL!!

TRAINING:

Training is given by the staff member that needs the task(s) completed, an as-needed basis.