



OFFICE ASSISTANT WITH OFFICE/ RECEPTION EXPERIENCE
Volunteer Position Description

Position

Volunteer in the Children's Home Child Advocacy Center (CHCAC)/Community Based Services office at **1330 Jolly Lane** in east Rapid City. This volunteer will generally have availability on Fridays from 10am- 5pm and occasional other shifts during regular business hours (between 9:00 a.m. and 5:00 p.m.)

Qualifications

Volunteers for this position will need to have experience in an office setting or with reception duties, good organizational skills, compassionate, friendly personality, the ability to maintain strict confidentiality and work with minimal supervision. Volunteer must be an adult of good character and pass background screening. Knowledge and experience with a business phone system is a must. Experience/proficiency with Microsoft Office will be a plus.

Purpose/Responsibilities/Time Commitment

This volunteer will primarily assist staff with reception and administrative tasks including answering phones, assisting with welcoming/hosting clients, non-offending family members, law enforcement as well as other visitors in the reception area and family waiting room, filing, copying, compiling packets, mailings, spreadsheets, fundraising preparation and various other office projects. This volunteer may also help make follow up phone calls and reminders when necessary.

Ideally, this volunteer will be available from 10am- 5pm on Fridays and occasional other hours when needed. When possible this volunteer will plan in advance for absences during regularly scheduled volunteer hours.

Supervisors

Volunteer Coordinator

Management at Community Based Services/ Children's Home Child Advocacy Center
location of Children's Home Society of SD