

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 Thursdays from 10:00 am–5:00 pm 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.

Purpose/Responsibilities/Time Commitment

This volunteer will primarily assist staff with 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 10:00 am–5:00 pm on Thursdays and occasional other hours when needed. When possible this volunteer will plan in advance for absences during regularly scheduled volunteer hours.

Supervisors

Event and Volunteer Specialist

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