



**Volunteer Title:** Administrative Volunteer

**Department:** Development, other departments as needed

**Time:** Weekdays between 9am and 4pm, all shifts must be pre-scheduled

**Reports to:** Volunteer Coordinator or specified program

### Summary of Position

Complete administrative tasks, such as mailings, letter writing, filing, etc.

### Duties and Responsibilities of Position

- Arrive promptly and sign in on volunteer log.
- Follow direction from project leader, ask questions whenever necessary, inform supervisor of any errors.
- Pay attention to detail, keep your workspace orderly, and handle agency materials with care.

### Skills & Attitude

- Respect agency policies, such as client confidentiality, standards of conduct, etc.
- Maintain a relaxed demeanor so as not to rush through a project.
- Be conscious of what the task at hand contributes to the agency and the importance of it being effectively executed.
- Be courteous to staff members and other volunteers working nearby.

### Dress Code

- Do not wear sleeveless shirts or apparel displaying offensive language and/or alcohol marketing or pants with holes.
- Do wear conservative length shorts or skirts and closed toes shoes.

### Qualifications

- Ability to sit for an extended period of time
- Ability to see within normal parameters
- General administrative skills

### Age Requirement Policy

- Minors must be at least 16 years old to volunteer

### Scheduling & Additional Questions

St. Patrick Center Volunteer Services

[spcvolunteers@stpatrickcenter.org](mailto:spcvolunteers@stpatrickcenter.org)

314.802.0681

*St. Patrick Center transforms lives and works to create a community where everyone has access to sustainable housing, employment, and healthcare.*

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