



**Volunteer Title:** Administrative Volunteer

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

**Time:** Weekdays between 9am and 3:30pm, all shifts must be pre-scheduled.

**Reports to:** Development Specialist or specified program

### Summary of Position

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

### Duties and Responsibilities of Position

- Arrive promptly, sign volunteer log at front desk, and wear volunteer badge
- Follow direction from staff member leading project, clarify by asking questions whenever necessary, inform supervisor of any errors you encounter
- 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

- No sleeveless shirts, no apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear jeans or pants with holes

### 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 independently; minors 14-15 years old must be accompanied by an adult chaperone while volunteering.**

**For scheduling a volunteer opportunity or additional questions, contact:**

Samantha Decker | Development Specialist

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**St. Patrick Center** provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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