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:
St. Patrick Center Volunteer Services
spcvolunteers@stpattrickcenter.org
314.802.0681