



## VOLUNTEER JOB DESCRIPTION (ADMINISTRATION)

- VOLUNTEER TITLE:** Volunteer Administration Worker
- MAJOR OBJECTIVE OF TASK/PROJECT:** To assist with the facilitation of the operation of the office. Ensuring that proper procedures are observed and service users are received in a friendly and professional manner. Enhancing the services provided by the organisation through assisting with office duties.
- VOLUNTEER RESPONSIBILITIES:**
- To assist in the running of the office
  - To communicate with co-ordinator and other volunteers about daily duties
  - To observe standard office procedures and observe general health & safety and rules of conduct
  - To operate in a professional manner when answering telephone and/or greeting service users
  - To carefully use office equipment on which you have received training
  - To assist with routine office duties such as mailings, filing, inventories and photocopying as necessary
- TRAINING:**
- To participate in support/information meetings and one to one supervision meetings
  - Attend relevant training courses/workshops
- TIME COMMITMENT:** **Minimum of ..... months**
- HOURS/DAYS/ LOCATION:**
- To volunteer between (hrs) ..... - .....**
- Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (circle) or Other .....**
- Location (address): .....**
- SUPERVISION:** Direct supervision will be given by the Volunteer Co-ordinator or designated supervisor .....
- BENEFITS:** Development of administration skills, assisting with the core function of the organisation, accessing training to further personal development, acquiring relevant job experience