



## **VOLUNTEER DESCRIPTION FOR OFFICE SUPPORT**

### **Available Shifts:**

Flexible shifts between the hours of 8:00 am - 4:30 pm

### **Position Summary:**

This is a volunteer office support role assisting department in the administrative building with various office work including filing, answering phones, welcoming guests, transferring calls, mailing, data input, and processing, etc.

### **Impact of this Role:**

By serving in this position, you directly support the administrative team that oversees life transformation programs, shelter services, and community outreach efforts. An organized work flow allows staff to better serve the men, women, and families who come to the Mission for help.

### **Responsibilities:**

- Responsibilities will vary depending on needs

### **Physical Requirements:**

- Ability to lift light loads (up to approximately 20 pounds)

### **Qualifications:**

- Reliable, consistent, and punctual
- Able to work independently
- Positive attitude and servant-hearted mindset
- Respectful of confidential office environments