



Volunteer Position Description

Title: Office Assistant and Front Desk Receptionist

Start Date (End Date): on-going position

Estimated Hours per Week: 5 – 20 hours/week

Purpose/Goal of Volunteer Position: The office assistant will work directly with Family Advocates and the Community Service Advisor to assist in light office work and greeting people at the front desk.

Responsibilities

- Help the office staff with general office work, filing, scanning, and copying.
- Help to cover the front desk reception area when staff is busy with clients.
- Help with answering telephones and maintaining the reception area.

Requirements:

- Ability to maintain confidentiality.
- Good communication skills.
- Understanding of basic file systems.
- Ability to work in a busy environment.

Benefits:

- Experience working in an office setting.
- Learning to work with a multi-line phone system.
- Learning to work with a scanner and fax.
- Knowledge of programs and services provided by CMCA.
- Gaining knowledge in computer skills and using the internet.
- Reference available upon completion of service.

Training and Supervision Plan

Supervisor: Family Advocate

Training Opportunities Provided: On-site Orientation

Notes: none

Supervisor Signature: _____ Date: _____

Volunteer Signature: _____ Date: _____

*Please contact Kelley Lucero, CMCA Volunteer Coordinator, for any questions you might have.
800 N. Providence Road, Suite · Columbia, Missouri 65201 · 573.443-1100, ext. 1916, Kelley-Lucero@showmeaction.org*