



Office Support – Village of Hope Volunteer Service Description

Job Title:	Office Support – Village of Hope
Reports To:	Manager of Volunteer Services and OCRM Staff
Written By:	Director of Volunteer Services & Manager of Volunteer Services
Position Summary:	The VOH Office Support volunteer will assist the OCRM Staff with general office duties to include answering phones, filing, data entry, typing of documents, and other special projects.
Date:	3/19/08

Volunteer Service Responsibilities and Duties

1. Provides basic office support to VOH staff in the following areas: typing, filing, database management, answering phones, making phone calls and special projects or events.

Job Skills & Requirements

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Ability to take and follow direction.
3. Ability to type 45 wpm with accuracy.
4. Excellent telephone skills and etiquette.
5. Excellent written and verbal communication skills.
6. Must be neat and organized.
7. Hands-on PC compatible computer knowledge, understanding, and skill in Windows, Microsoft Office (Word, Excel, Outlook, and Internet Explorer) if job requires.
8. Ability to work autonomously.

Dress

Business casual.