



## Office of the President Support – Village of Hope Volunteer Service Description

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

### **Volunteer Service Responsibilities and Duties**

1. Provides executive office support in the following areas: creating packets for mailing, assembling binders and booklets, general administrative office tasks, 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.

### **Dress**

Business casual.