



Bancroft **Volunteer Position Description**

Position Title: Volunteer Office Assistant

Basic Function: To lend administrative support to Bancroft programs/departments

Reports To: Manager of Volunteer Services and On-Site Supervisor

Time Commitment: Flexible, weekdays 9:00 a.m. – 5:00 p.m.

Position Responsibilities:

1. Offer assistance in an office setting including copying, collating, filing, answering phones, mailing preparation, data entry, computer technical support, or research
2. Act as a role model for persons served and staff.
3. Demonstrate core values of Teamwork, Compassion, and Independence in the performance of job responsibilities.

Position Requirements:

Education: Not applicable
Experience: Not applicable
Special Skills: Minimum 16 years of age.

I have received a copy of my job description and understand that if I have any questions about my job responsibilities (listed or later assigned) I should ask my on-site supervisor or Manager of Volunteer Services for clarification.

Volunteer Signature

Date

Human Resources Signature

Date