

<b>Job Title: Volunteer Clerical Assistant</b>	<b>Date: 2010/2011</b>
<b>Organization Name: Boys &amp; Girls Club of Sparta</b>	
<b>Contact Information: Wendy Franke, Executive Director</b>	
<b>Major Objectives:</b>	
<ul style="list-style-type: none"> <li>• Act as assistant to the Administrative Assistant/Accountant.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<p>The individual in this position will be responsible for performing various clerical duties including, but not limited to, filing and data entry.</p> <ul style="list-style-type: none"> <li>• Duplicating and preparing copies for distribution mailings.</li> <li>• Filing.</li> <li>• Entering data in donation data base.</li> <li>• Performing various clerical duties.</li> <li>• Giving advance notice of your upcoming absence whenever possible.</li> </ul>	
<b>Qualifications &amp; Requirements:</b>	
<ul style="list-style-type: none"> <li>• Computer experience is essential, however we will train.</li> <li>• Volunteers must be comfortable dealing with a culturally diverse population.</li> <li>• Volunteers must be comfortable taking instructions and following directions closely.</li> <li>• Client dignity is very important. Clients are to be treated with respect at all times.</li> <li>• Ability to maintain strict confidentiality.</li> <li>• Good organization and attention to detail.</li> <li>• Volunteers must fill out a volunteer application.</li> <li>• Volunteers must fill out a background check form if 18 years of age or older.</li> <li>• Volunteers must be a registered Boys &amp; Girls Club member if 18 years old and younger.</li> </ul>	
<b>Orientation &amp; Training:</b>	
<ul style="list-style-type: none"> <li>• Volunteers will receive on the job training for this position.</li> <li>• Volunteers will be trained on the different databases.</li> <li>• Volunteers may also be cross trained in other areas.</li> </ul>	
<b>Times Needed &amp; Places of Work:</b>	
<p>Shifts are a minimum of 2 hours. Volunteers should arrive 15 minutes before their scheduled start time. Mondays – Friday’s times are open to the volunteer’s availability.</p>	
<b>Commitment Required:</b>	
<p>This is a volunteer position that is critical for day-to-day operations at the Boys &amp; Girls Club of Sparta. We request that volunteers are available to work at least one 2 hour shift each week or as often as available.</p>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>• Great feeling of satisfaction and knowing you have helped others.</li> <li>• Wonderful way to build a resume as well as gain references and network.</li> <li>• Receive free training and work experience.</li> <li>• Great opportunity to meet other volunteers and community members.</li> <li>• Build social skills as well as learn to work in an office environment.</li> </ul>	

