



Shelter Administrative Volunteer

Age restrictions: 18 or over
GED or High School Diploma required

Summary:

Our Shelter Admin Volunteer will assist with day to day office and administrative task to assist shelter staff. Minimal client interaction.

Duties and Responsibilities may include but are not limited to:

- Data entry, filing, making copies
- Help set up shelter meals
- Organizing donations
- Stocking office supplies
- Stock resident hygiene area
- Escorting residents as requested to other partners in the building
- Other tasks as assigned

Schedule: A minimum of 4 hours once a week – flexible schedule based on current need

Required Experience:

- Detail-oriented
- Previous organizational experience
- Experience working in a shelter environment preferred
- Trauma informed preferred

Additional Eligibility Qualifications:

- Ability to read and comprehend instruction, correspondence, files and data entry.
- Require the ability to operate a variety of standard business machines, such as a computer, a keyboard, photocopier, postage machine, shredder, etc.
- While performing duties on this job, the volunteer is regularly required to sit, stand, and use hand to handle or feel. The volunteer frequently is required to talk or hear.
- The volunteer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.