

SUPPORT SERVICES VOLUNTEER JOB DESCRIPTION

Job Title: Youth Services Administrative Assistant Volunteer
Reports to: Youth Coordinator
Hours Per Week: Varies ~ will be discussed with the Youth Coordinator

SUMMARY:

Provide general office and clerical assistance at the business office, as discussed with RS Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

1. Check in with Youth Coordinator to get information on projects that have priority.
2. Communicate with Youth Coordinator on what was completed, any work that needs to be passed on.

REQUIREMENTS:

1. Complete volunteer application and interview
2. Complete SafePlace New Member Training (30 hours)
3. Complete on-the-job training with RS Administrative Assistant
4. Meet regularly with Mentor
5. Participate in annual evaluation process

SKILLS NEEDED:

1. The ability to multi-task and prioritize
2. The ability to work both as a team member and independently
3. Basic computer knowledge (Microsoft Word, use of internet)

COMMITMENT:

1. Minimum of one year in the position
2. Commit to a regular schedule

Volunteer Signature

Date

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Office: 360.786.8754 Fax 360.786.6377 TTY 360.753.8700 Advocacy: 360.754.6300 TTY 360.943.6703
safeplace@safeplympia.org www.safeplympia.org

P.O. Box 2002; Olympia, WA 98507-2002 314 Legion Way SE; Olympia, WA 98501