

SUPPORT SERVICES VOLUNTEER JOB DESCRIPTION

Job Title: Administrative Data/InfoNet Volunteer
Reports to: Residential Services Coordinators
Hours Per Week: 4 Hours Week

SUMMARY:

Provide assistance with InfoNet data entry (tracking of statistical information needed for funding persons)

DUTIES AND RESPONSIBILITIES:

1. Document client InfoNet numbers on Client Contact forms
2. Enter Client Contact Form data into InfoNet system
3. Enter Crisis Line tally sheet info into InfoNet system
4. Enter Youth Advocacy documentation into InfoNet System

REQUIREMENTS:

1. Complete volunteer application and interview
2. Complete SafePlace New Member Training (40 hours)
3. Complete on-the-job training with RS Coordinator
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. Advanced computer knowledge (Microsoft Word, use of internet)

COMMITMENT:

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

Signature

Date

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