

MEALS ON WHEELS THOROLD - ST. CATHARINES

Service Description for Office Support Volunteer

<i>Title:</i>	Office Support Volunteer
<i>Program Objectives:</i>	To assist staff with general administrative duties.
<i>Qualifications:</i>	Dependable; Punctual; Mature; Strong Organizational and Interpersonal Skills; Trustworthy; Friendly; Ability to work as a team and individually; Some computer knowledge and skills preferred but not required; Telephone skills; Flexibility; and Familiarity with an office environment.
<i>Responsibilities:</i>	Assist staff with general office duties including but not limited to: mailouts; newsletters; fundraising projects; computer data entry; filing; collating new client and volunteer orientation packages; delivery of program and volunteer brochures; Telephone contact with clients and volunteers; and other assigned tasks.
<i>Orientation/Training:</i>	Initial Orientation with Volunteer/Program Coordinator and/or Administrative Assistant. Training available as needed
<i>Time/Place:</i>	Flexible - based on your availability; Usually 2 to 3 hour blocks of time Our office is opened - Monday to Friday 8:30 am to 4:30 pm
<i>Satisfaction:</i>	Meet new people; Variety of learning experiences; Enhance organizational and computer skills; and Helping others receive a vital service.