

CLERICAL ASSISTANT VOLUNTEER

Supervisor: Barbara Gautney

Objective: To offer assistance to the Clerical Department of the Center.

Responsibilities:

1. Enter information into computer data base.
2. Type mailing labels.
3. Type letters and memos.
4. Fold and Stuff Newsletters and other Mail Outs.
5. Accept payments for trips, dances, etc. Write receipts, and keep record of all money collected. Turn money in at end of shift.

Qualifications: Computer skills, good communication skills.

Training / or Preparation: On the job training will be provided.

Time: 9:00 am – 12:00 pm, and 1:00 pm – 4:00 pm (Monday – Friday).

Place: Senior Center Front Desk

Length of Commitment: 3 Month Minimum