



## Volunteer Job Description

Position:

Administrative Assistant

Reports to:

Volunteer Coordinator or Office Manager

General Responsibilities:

The House Assistant performs supportive tasks for the administration. Examples include answering the phone, running errands, and clerical support.

Specific Responsibilities:

- Answer the phone, direct calls and take messages
- Shop for groceries or household items
- Run errands
- Sort mail
- Make copies, phone calls, organize files, etc.

Qualifications:

Sufficient knowledge of clerical functions to perform the above responsibilities. Sensitivity to medically fragile children, ability to speak English, and good communication are key. If shopping or running errands, must have own vehicle, current WA driver's license and insurance.

Hours and Compensation:

Hours are flexible, however, we prefer daytime, Monday through Friday. This is an unpaid volunteer position that offers the opportunity to provide much needed house support without working directly with children. It also provides much appreciation for staff.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator

\_\_\_\_\_  
Date