

Office Admin Support

Reports to Administrative Assistant

Do you enjoy working in an office environment? Do you want to share your excellent customer service skills with an organization that helps adults in your community? Do you have great communication, computer skills? Do you have good attention to detail and are organized?

We are looking for volunteers to help our team with administrative tasks. Office Administration volunteers are the frontline of our organization.

Benefits of being an Office Administration Support Volunteer

- Flexible hours and commitment level
- Supportive and friendly environment
- Expand your admin skills through mentoring and training
- Practice your customer service skills face-to-face, on the phone and through email

Volunteer Skills and Requirements:

- Have strong communication skills, especially on the phone
- Have excellent listening skills
- Have good computer skills (MS Word, Excel)
- Follow directions given by Administrative Assistant or Leadership team
- Be able to work independently and as part of small team
- Be willing to learn new skills

Training Required

- All volunteers will complete TLG online training
- All volunteers will complete mentoring

Role Responsibilities

- 2-6 hours weekly
- Greeting program participants, tutors and the public
- Answer phones, take messages and transfer calls
- Photocopying
- Typing, proofreading
- Assisting Administrative Assistant with other admin duties as assigned