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| **VOLUNTEER OFFICE ASSISTANT**  **Volunteer Reports to**: Manager of Special Events and Volunteers  **Summary:** The Office Assistant will perform a variety of tasks depending on project deadlines in the Open Door Health Center of Illinois office. These will include answering phones and other administrative tasks as assigned by the Supervisor. This position helps to extend the resources to better assist and direct the needs of our clients. Locations: Elgin, Aurora and DeKalb  **Essential Duties and Responsibilities**  • Answering phones  • Data entry  • Filing  • Maintenance of office space  • Other duties specifically around coordination of special events, or as assigned  **Requirements**  • Must present a professional appearance and a friendly manner  • Must be dependable and punctual  • Be courteous and personable when dealing with the public  • Be self-directed, willing to take initiative, and detail-oriented  • Respect and maintain confidentiality of Open Door Health Center volunteers, partners, and donors  • Computer skills are necessary  **Training & Supervision**  • Attends general volunteer orientation  • Completes office orientation which includes training on the following items:  o HIPPA  o Confidentiality  o Safety  E-Learnings managed by Compliance Officer  **Evaluation**  • All volunteers complete a 60 day evaluation  **Time Commitment**  • As needed (TBD by direct supervisor)  • At least once per week for 4 hours for data entry and scanning  We can’t do it without you! Thank you for being part of our team. |
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