

Volunteers will assist staff with the office duties of the Council for Older Adults in the Nutrition area.

QUALIFICATIONS:

- Ability to get along with others.
- Ability to maintain confidentiality.
- Ability to greet and direct visitors with a pleasant demeanor.
- Ability to communicate effectively and verbally and to follow directions.
- Ability to use various office machines including but not limited to copiers, computers, folding machines and postage meters, etc.
- Ability to use our telephone system in a pleasant voice.
- Knowledge of various computer programs including Word, Volunteer Works and Excel is helpful.
- Be able to work in a busy, noisy atmosphere.
- Successfully complete a background check.

DUTIES:

- Attend volunteer orientation and other trainings relevant to the event as required by the Council for Older Adults.
- Be knowledgeable of the purpose and services of the Council for Older Adults.
- Comply with established policy and procedures of the Council for Older Adults.
- Greet and direct visitors with a pleasant demeanor.
- Use various office machines including but not limited to copiers, computers, folding machines, and postage meter, etc.
- Assist with filing.
- Phone calls to clients.
- Work on various projects using Word, Excel and Volunteer Works.
- Use our telephone system in a pleasant voice.
- Assist with training classes for MOW drivers.

TRAINING REQUIREMENT:

- Volunteer Mission, Vision and Values Orientation.
- Additional trainings relevant to the position, including but not limited to operating office machines.

TIME FRAME: Flexible hours twice per week

REPORTS TO: Nutrition Program Supervisor or Nutrition Staff

Volunteer Signature _____