



Volunteer Position Description

Volunteer Position Title: Administrative Volunteer

Date Originally Issued:

Date Revised:

Date Reviewed:

Role:

This opportunity will give the chance to enhance your administrative skills and allow you to expand your knowledge while helping complete essential office tasks.

Responsibilities Include:

The Administrative Support Volunteer will:

- scan documents
- file documents
- complete data entry
- make client phone calls
- other project based opportunities as required

You are...

- experienced in clerical work
- detail-oriented
- strong verbal and written communication skills
- committed to confidentiality

Time Commitment:

- 1 day/week
- 4-hour shift
- Minimum 6-month term

Requirements and qualifications:

- knowledge of computer programs
- filing skills

Benefits:

- be an integral part of the Grand River Community Health Centre team
- expand your social and professional network
- apply your experience in the community
- gain experience
- orientation, specific training as deemed appropriate for role and staff support provided