

Job Title: Administrative Support Volunteer

Description of Work: Assist administrative team with tasks at the Fillmore Office during Monday through Friday business hours. Types of duties could include organizing and filing paperwork, answering phones, data entry, and printing/copying documents.

Job Responsibilities:

- Assist administrative staff with office projects
- Answer phones
- Greet guests

Training Requirements:

- Ottawa County Orientation
- Specific training will be provided for specific task

Skills/Experience Needed:

- Ability to clearly and effectively communicate in person and on the telephone.
- Computer literate.
- Previous office experience preferred.

Age Requirements: 18 years or older

Time Commitment: 2+ hours per week

Application Deadline if Applicable: This position is open all year

Volunteer Type: Long-term, Category 4