



Office Support Volunteer Job Description

Job Title: Office Support Volunteer
Supervisor: Volunteer Coordinator and Office Administrator
Status: Volunteer
Summary: Works collaboratively with the Office Administrator to file, sort office supplies and update inventory at the Administrative Office and at the Advocacy Center.

About CARDV:

The Center Against Rape and Domestic Violence leads the way in Linn and Benton Counties for advocacy, public education, community collaborations, and survivor resources. We value generating and sharing knowledge, and promoting networking and growth for our staff, community collaborators and clients.

Overview:

The Office Support Volunteer works with the Office Administrator to sort files, sort donations as they arrive, check Advocacy Center and Administrative office for facility supplies, and update weekly shelter supplies kept at the Admin Office. This position also keeps the entrance and back porch swept and recycle area swept and sorted. Lastly, this position manages the influx of cell phone donations, cell phone recycling, and extra jump drive management and inventory at CARDV offices.

Required Skills:

- Ability to sort and maintain files under the direction of the Office Administrator
- Able to work with some technology, cell phones and jump drives
- Able to speak and write English clearly
- Some background in office practices

Physical Demands:

The following physical demands are representative of those that must be met by a Volunteer to successfully perform the essential job functions. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions. While performing this job the employee is regularly required to talk, hear, stand, sit, and walk, to use hands, arms, and fingers. The vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Time Commitment:

Hours a Month: 16 (4 a week)

Volunteer: _____ Date: _____