



Request for Volunteer

Manager Initiating Request: Alison Markley

Area of Ministry: Secretarial – Director’s Assistant

Brief Job Description: This volunteer will answer and make phone calls, work with the intake and scheduling of the Director and clients, maintain client files, interact with parents, and other appropriate duties as requested by the Director.

Days and Times Volunteer is needed: 3 days per week preferred M-Th, 10 AM to 5 PM (negotiable)

What RESOURCES does the volunteer need?

- Own transportation to/from CVYR.

What ATTITUDES will make this volunteer effective?

- Willingness to submit to the Director, who will be the volunteer’s direct supervisor.
- Humility and willingness to do what is needed without complaining.
- Hospitality: willingness to truly welcome parents of clients and make them feel comfortable.
- Dependability

What COMPETENCIES are required by the volunteer to be successful?

- Ability to stay on top of tasks.
- Ability to interact positively with the public.
- Basic competency with Microsoft Word, Excel, Outlook. (Training on other Office Suite programs will be given as necessary.)
- Decent keyboarding skills will be helpful.
- Ability to use the copier and other basic office equipment.

What KNOWLEDGE will the volunteer need in order to do his/her job?

- Knowledge of filing systems and how to maintain them.
- How to schedule appointments on Outlook calendar and on paper (training available).