



POSITION DESCRIPTION

VOLUNTEER POSITION: Admin/Office Assistant

PROGRAM: Transitional Housing Program

RESPONSIBLE TO: Volunteer Coordinator

POSITION SUMMARY: Keep the Lydia Place Program office running smoothly by assisting with data entry, filing, phone calls, organization, donation sorting, and other general office support.

EXPECTATIONS AND COMMITMENT:

- Shifts are once a week during regular office hours
- Minimum commitment: 4 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enter donation receipts and other data into CRM system.
- Assists staff members with filing
- Organizes staff closets
- Sorts toiletries and other donations
- Maintains cleanliness and order in the office
- Provides support where needed for daily office operations.

DESIRABLE SKILLS:

- Highly organized
- Detail oriented
- Ability to take direction and be a team player
- Ability to work independently

BENEFITS:

- Gain valuable office experience for resume
- Help support the Lydia Place mission by increasing office efficiency and effectiveness