



## Volunteer Services

<b>PROGRAM:</b>	Office Assistants
<b>Outcome</b>	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society
<b>VOLUNTEER POSITION</b>	Office Helper
<b>Duties</b> :	<ul style="list-style-type: none"> <li>• To support Seniors Services Society staff to meet deadlines, ease staff workload and to assist with special projects and/or events.</li> <li>• Assist staff members by undertaking any responsibilities in a variety of clerical/administrative office procedures as directed</li> <li>• Performing a variety of tasks including calling organizations and housing providers</li> <li>• Providing clerical assistance to office staff</li> <li>• Preparation for bulk mailing, photo copy and general clerical duties</li> <li>• Maintaining the media and information resource centre</li> <li>• May be assigned to staff member for specific job duties.</li> <li>• May be asked to support office cleaning</li> </ul>
<b>Skills required:</b>	<ul style="list-style-type: none"> <li>• Familiarity with MS Outlook, MS Word</li> <li>• Work well under minimal supervision</li> <li>• Able to take direction and multi task</li> <li>• Compatible with others</li> <li>• Fluent English</li> <li>• Enjoy and office atmosphere</li> </ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>• Become Familiar with Seniors Services Website</li> </ul>
<b>Commitment required:</b>	<ul style="list-style-type: none"> <li>• Minimum 3 months</li> </ul>
<b>Training required:</b>	<ul style="list-style-type: none"> <li>• Orientation as provided by staff member or volunteer coordinator</li> </ul>