



Volunteer Services

This position is not active as of February 2008

PROGRAM:	Office Assistants
Outcome	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society.
VOLUNTEER POSITION	Data Entry/file organizer
Duties:	<ul style="list-style-type: none"> • To process confidential client <u>data</u> into a computerized <u>database</u> or <u>spreadsheet</u> from past and present client files in order to maintain current client information and accurate statistics. • Accurately key clients personal information from a hard copy client print out into the computerized data base, organize files • For the volunteer to enter all past and present clients to maintain accurate and current statistics • To key in and enter all information (data) from past or current client files as directed by the staff member • Proof read new entries • Maneuver and edit existing files • Organize files
Skills required:	<ul style="list-style-type: none"> • Fluent in English • Accurate keyboard skills • Familiar with MS Access • Able to work under minimal supervision
Commitment required:	<ul style="list-style-type: none"> • minimum 3 months • work schedule negotiable
Training required:	<ul style="list-style-type: none"> • Orientation as provided by staff member