

# Volunteer Position Description

<b>Position Title:</b>	Foundation Office Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
The Office Assistant will help with day-to-day activities in the Foundation office and assist the staff as needed.	
<b>Qualifications:</b>	
Skills/Traits/behavior/physical abilities necessary to adequately perform the position. Standard requirements are listed as follows: <ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Need keyboard/typing skills</li><li>• Must be able to stand for long periods and walk a great deal.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Assist staff as requested.</li><li>• Light typing and/or data entry.</li><li>• Maintaining filing system.</li><li>• Labeling, stuffing, folding letters and invitations for mailings.</li><li>• Copying.</li><li>• Help with small projects for events such as inserting flyers in sign holders; sorting items after an event; stuffing items in bags, or other tasks as assigned.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintains patient confidentiality.</li><li>• Follows directions and completes tasks accurately and efficiently.</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Two days a week for four hours each day (can be negotiable to fit volunteer's time).</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Standard Volunteer uniform.</li></ul>	