

JOB DESCRIPTION

TITLE:	OFFICE ASSISTANT VOLUNTEER SERVICES
JOB SUMMARY:	Perform a wide variety of clerical duties related to the management of volunteers within the Juvenile Court system.
JOB DUTIES:	Disperse informational pamphlets in the community about the Volunteer Program. Search for and compile data on Court volunteers. File personnel records on volunteers. Answer the telephone taking messages and make notification calls to volunteers concerning upcoming trainings. Compile and record volunteer hours. Assist with monthly reports on the Volunteer Program. Process volunteer applications. Copy training and informational materials. Copy Volunteer Program brochures and forms. Perform general office support work.
TRAINING, EDUCATION EXPERIENCE:	Orientation to the Remann Hall facility and review of the Volunteer Training Manual. On the job training with the Volunteer Services Assistant. Knowledge of general office skills. Knowledge of computer usage (Word, Excel). Attendance at a half-day Cultural Diversity Training required.
PERSONAL TRAITS:	Good telephone skills. Ability to learn assigned tasks and be flexible. Motivation with the ability to work independently. Must possess good organizational skills. Ability to work independently. Ability to communicate effectively both orally and in writing. Ability to maintain good working relationships with employees, the public, and other volunteers.
REQUIREMENTS:	Must be 18 years of age or older. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the Volunteer Services Assistant. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	A minimum of once a week for three months between the hours of 9:00 a.m. and 5:00 p.m. weekdays.