

## **Southside Survivor Response Center, Inc.**

### **Volunteer Clerical Assistant**

The Volunteer Clerical Assistant will perform a variety of tasks depending on project deadlines in the Southside Survivor Response Center (SSRC) Advocate office location. This will include answering phones and other administrative tasks as assigned by the Volunteer Coordinator.

**Role:** This volunteer position helps to extend the resources at SSRC to better assist and direct the needs of our clients.

#### **Responsibilities:**

- Answering phones
- Data entry
- Filing
- Maintenance of office space
- Other duties specifically around coordination of special events, or as assigned

#### **Qualifications:**

- Must present a professional appearance and a friendly demeanor
- Must be dependable and punctual
- Be courteous and personable when dealing with the public and staff
- Be self-directed, willing to take initiative and detail-oriented
- Respect and maintain confidentiality of SSRC volunteers, partners and donors
- Computer skills are required

#### **Training Requirements:**

- Must complete volunteer training orientation.
- Complete office orientation to include training on the following items:
  - Phone system
  - Databases
  - Filing system
- Training and supervision conducted by Volunteer Coordinator

**Physical Demands:** The Volunteer Clerical Assistant position requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds. Must be able to sit, stand, and talk for long periods of time.

#### **Benefits:**

- Receive sexual and domestic violence training and experience.
- Acquire active listening skills and other valuable life skills for personal growth.
- Gain knowledge of area community resources.
- Service with dedicated volunteers.

*I have read the above position description and the attached code of ethics and agree to the responsibilities, qualifications and training requirements listed.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Volunteer Coordinator Signature \_\_\_\_\_ *Date:* \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ *Date:* \_\_\_\_\_