



VOLUNTEER POSITION DESCRIPTION

JOB TYPE: Administrative Services

POSITION: Office Assistant

DESCRIPTION: The volunteer Office Assistant assists PCH administrative staff with various clerical tasks and projects. This position helps to extend the administrative resources of PCH to better assist and meet the needs of our guests and their loved ones.

COMMITMENT: A weekly or regularly-scheduled time commitment is preferred. The typical volunteer shift is 9am – 12:30pm or 12:30pm – 4pm. This position requires a high level of responsibility, therefore a commitment to arriving on time and as scheduled is essential. The minimum volunteer age is 18.

KEY TASKS

The volunteer Office Assistant will:

- Strive to uphold a loving, respectful, warm and compassionate home environment where our guests and their loved ones are our highest priority.
- Perform tasks and responsibilities in a manner consistent with the PCH mission and policies.
- Perform general office tasks such as data entry, record keeping (e.g. guest demographics, volunteer hours, etc.), filing, copying, shredding and other staff-directed tasks.
- Stock, inventory and sort office supplies and notify PCH staff of items in need of donation/purchase.
- Perform other clerical duties and/or special projects as assigned by PCH staff.
- Assist PCH guests and their loved ones if needed.

KEY ATTRIBUTES AND SKILLS

- Commitment to the mission of *Porta Caeli House*
- Completion of PCH Volunteer Orientation and Training
- Commitment to serve our guests, their loved ones and other visitors to PCH
- Understand, sign and comply with PCH Volunteer Liability Release, Confidentiality Agreement and Media Policy and Release
- Willingness and ability to independently undertake all necessary tasks
- Professional appearance, conduct and communication skills
- Flexibility, as the same tasks and needs may not be present each time
- For some tasks, computer proficiency is required
- Ability to manage and prioritize multiple tasks as necessary

While performing the duties of this position, the volunteer is regularly required to sit, stand, walk, stoop and/or kneel. The volunteer must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.