

Operations/Administrative Assistant Volunteer Job Description

Efficient and effective administration is vital to the overall success of AVFC. Operations/Administrative Assistant Volunteers serve a necessary and important role in improving our administration.

Primary Functions:

Operations/Administrative Assistant Volunteers work in Sprout House to assist AVFC staff in efficient office administration

Primary Duties and Responsibilities:

1. Work with AVFC staff to perform tasks as assigned; always following directions.
2. Represent AVFC to clients, vendors and members of the public in a diplomatic and courteous manner.
3. Light administrative tasks may include but are not limited to answering the door, answering the phone, sorting donations, data entry, light cleaning and other duties as assigned.
4. Arrive at specified times ready to perform the assigned tasks.
5. Wear appropriate dress for the event, as specified by AVFC staff.

Requirements of Positions:

1. At least 18 years old
2. All volunteers must pass a criminal background check and informal interview with the Shelter Manager.
3. Complete volunteer application form complete with references.
4. Must sign a confidentiality statement, agree to all terms of the confidentiality agreement and personally commit to keeping the confidentiality of all AVFC locations and clients at all times.
5. Must support and follow all guidelines, policies and procedures associated with AVFC.
6. Attend and complete 16 hour DV training and 14 hours of SA training as well as all other training requirements.
7. Complete 6 hours of on-going training during a calendar year
8. Attend volunteer meetings
9. Have reliable transportation to volunteer locations.
10. Will be evaluated once per year by VSC. Volunteers will also be asked to evaluate Advocates staff.

Qualifications for Positions:

1. Willingness to work within guidelines, policies, standards and mission statement of AVFC.
2. Awareness of and sensitivity to cultural/ethnic differences and/or willingness to learn.
3. Ability to work in stressful environments
4. Ability to work in a team and accept guidance and direction from staff members.
5. Experience with diverse cultures, languages and situations desirable but not mandatory.
6. Willingness to learn, listen and be open minded when working with victims/survivors.
7. Strong communication skills and ability to follow directions.
8. Bilingual abilities highly desirable but not mandatory.

COMMITMENT:

AVFC request that volunteers interested in this position commit to at least 1, 3 hour shift weekly, for 6 months. Volunteers are allowed full flexibility in scheduling shifts. Advocates fully recognize that burnout is a real issue in today's world and in this line of work. We encourage volunteers to take time off as needed for self-care.