

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

Clerical & Administrative Aide

Summary:

The Clerical Volunteer’s primary responsibility is to serve as an office Aide to help Hannan staff with routine operations and activities. Volunteers will work under the supervision of Department Directors and/or administrative staff. Volunteers will be cross trained and work together with program staff to meet the clerical and customer service needs of the Departments of Administration, Arts and Culture, Marketing/Fund Development, Social Work and the Volunteer Program.

Sample Duties and Responsibilities:

- Assist with office clerical functions including but not limited to printing, copying, assembling and packaging materials, mass mailings, filing, sorting/storing items, ordering and distributing supplies
- Telephone coverage for in-coming calls and make out-going call to various sources
- Welcoming individuals visiting Hannan with a warm and friendly affect
- Use the building’s PA system for announcements on current and future Hannan Center programs and community activities as instructed
- Assist with preparations for meetings/ workshops/events (refreshments, hand-out materials, space set-up and/or decorations, signage for events etc.)
- Transcribing/drafting meeting minutes and other documents, updates/edits for program materials
- Serve as the Hannan Center point of contact and provide information to the public regarding programs offered by the different Hannan Center Departments
- Support participant registration for the Arts & Culture Department’s classes/ workshops special events and assist with follow-up communications relating to these events
- Complete tasks/assignments accurately, timely and with attention to details

Interests:

- Office activities
- Organizing materials
- Offering support and help to others

Ideal Qualifications, Skills and Abilities:

- Comfort with use of copy machines and computers
- Good oral and written communication skills
- Flexible to adapt to changes, interruptions and unexpected situations in the workplace
- Comfort with being seated for extended periods of time