

**Volunteer Position Description**

<b>Position Title</b>	<b>Administrative Support Volunteer</b>
<b>Supervised By/ Reports To</b>	<b>Volunteer Coordinator</b>
<b>Overview of Position</b>	<b>Assist with the daily tasks of Doorways' Administrative Assistant by providing coverage at the front desk on Fridays and other days as needed.</b>
<b>Specific Tasks</b>	<b>Answering and directing phone calls, light filing, copying, and other administrative tasks as needed</b>
<b>Time Commitment Required</b>	<b>9am-1pm or 1pm-5pm</b>
<b>Physical/Age Requirements</b>	<b>18 years or older</b>
<b>Skills/ Education</b>	<b>Knowledge of common office equipment preferred.</b>
<b>Experience</b>	<b>None required</b>
<b>Training Required</b>	<b>Volunteer Information Night, Application, Confidentiality Form</b>
<b>Benefits to the Volunteer</b>	<ul style="list-style-type: none"> <li>• <b>Providing assistance that allows Doorways to function smoothly and productively</b></li> <li>• <b>Being a part of an award-winning non-profit in NoVA</b></li> <li>• <b>Monthly volunteer newsletter including highlights and upcoming agency and community events</b></li> <li>• <b>Supporting agency mission of working to end homelessness and family and intimate partner violence</b></li> </ul>