

# Office Assistant Volunteer Description

**Purpose:** To assist with tasks associated with the day-to-day operations of TOC-West.

**Key Responsibilities:**

- Make copies as needed for programs or office projects.
- Maintain reference library.
- Assist in publication of TOC-West's newsletter.
- Sort and file records.
- Assist in calling volunteers to remind them of shifts or recruit as needed.
- Answer phones as needed.
- Assist in updating files and manuals as needed.
- Other duties as assigned.

**Qualifications:** Dependable, basic knowledge of computer usage, able to work with other GFP staff, able to work independently or in a small group, able to answer phones and take accurate messages

**Training:** All of our volunteers are required to go through a basic orientation to The Outdoor Campus-West. Additional training will be provided as tasks are assigned.

**Time Commitment:** Opportunities will vary, but may include daytime, evening or weekend hours.

**Age Requirement:** None