

## Office Volunteer

### POSITION REPORTS TO:

Coordinator of Volunteers

### PURPOSE:

- To provide administrative support to Parkinson Society Central & Northern Ontario staff

### QUALIFICATIONS:

- Administrative and organizational skills
- Knowledge of Microsoft programs (i.e. Word, Access, Excel)
- Daytime availability
- Team player

### RESPONSIBILITIES:

- To complete on-the-job training session
- To inform Coordinator of Volunteers in a timely manner if unable to fulfill duties
- To adhere to the PSCNO Policies and Procedures
- To sign a Volunteer Service Agreement and attend an evaluation on an annual basis

### POTENTIAL DUTIES:

- Preparation of bulk mailing
- Filing event material
- Process donations (tax receipts)
- Assist in maintaining database of volunteers and clients
- Investigating donor info for complete address information
- Assist in preparation of materials for meetings/training sessions
- Update and maintain the library
- Assist in special projects and events
- Research
- Other miscellaneous duties
- Be an ambassador for Parkinson Society Central & Northern Ontario

### SUPPORTS FOR SUCCESS:

- Volunteer orientation, on-the-job training and support from PSCNO staff.

### TIME COMMITMENT:

- 4-6 per week for a minimum of one year. Office hours are Monday to Friday 9 am to 5 pm.