

OFFICE VOLUNTEER DESCRIPTION

Volunteer Category: Office Support

Commitment Time: Minimum of six-month commitment with a minimum of three hours per week

Areas of Involvement: Commitment to assist with office related work

Qualifications:

- Sincere desire to be contribute to the smooth operations of the Laura Walker Project;
- Ability to communicate with teenagers openly and non-judgmentally;
- Possess positive communication telephone skills;
- Be organized;
- Present timeliness and dependability;
- Must keep all information confidential;
- Practical problem-solving skills and ability to suggest options and alternatives; and
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds.

Responsibilities:

- Make a minimum six-month commitment to assist with the behind-the-scenes operations;
- Maintain confidentiality;
- Attend any related training and support sessions;
- Meet with director or supervisor on a regular basis to establish areas of need; and
- Keep time logs and other information as requested by supervisor or director.