



Volunteer Position Description

Intake

Description

Intake volunteers input client documentation into our computer systems and perform general clerical tasks as necessary. Training is provided for the specific Client Service application being used by The Caring Place as well as administrative procedures and office routine.

Schedule

Weekly shifts are set and require the volunteer to be on time and remain on duty for the entire shift. Volunteers may select one or more of the following shifts:

| | |
|--------------------------------|-----------------|
| Mornings, Monday thru Friday | 8:30 am - 12:30 |
| Afternoons, Monday thru Friday | 12:30 – 4 pm |

Requirements

- ✓ Computer proficiency
- ✓ Ability to focus in a fast-paced environment
- ✓ Friendly and outgoing
- ✓ Attention to detail

Supervisor

Client Services Administrative Supervisor