



Volunteer Position Description

Quality Assurance

Description

Q.A. volunteers are the check point for data entry of client information into The Caring Place computer database. Volunteers in this role have a checklist of items they are to review to verify the data for accuracy. Detail oriented people who tend to focus on the task at hand are a real asset in this position.

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	9 am - 12:30 pm
Afternoons, Monday thru Friday	12:30 pm – 4 pm

Requirements

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

Supervisor

Client Services Administrative Supervisor

Approved By: _____

Ginna O'Connor, Executive Director

Date: _____