



Volunteer Position Description

Position Title	Office Assistant				
Club Location	Administrative Office – Dalton Avenue				
Supervisor	TBD				
Age Group Working With	N/A				
General Information	Administrative office of the Boys & Girls Clubs handles all the administrative responsibilities for the organization. The office also serves as a resource for all 11 sites.				
Volunteer Objectives	<ul style="list-style-type: none"> • File paper work • Answer the office phone • Stuff Envelopes • General office tasks 				
Time Commitment/Club Availability	M	T	W	TH	F
	9am – 4:30pm	9am – 4:30pm	9am – 4:30pm	9am – 4:30pm	9am – 4:30pm
	Additional Notes: Above times show office availability. Volunteer may pick days and time that best suit their schedule with in the above.				
Number of Volunteers Needed	1 to 2				
Who Can Volunteer?	18 and over				
Additional Information					