



VOLUNTEER POSITION DESCRIPTION

On-call Administrative Volunteer

Central City Concern (CCC) currently has an on-call opportunity for a volunteer to provide assistance with administrative tasks, including but not limited to light data entry, scanning, copying, archiving, sorting, and folding. The assignments are in a supportive role to many of CCC's programs and could potentially allow a volunteer to engage with several of CCC's housing, health, recovery, peer, or employment focus areas. Although the assignments don't often involve interaction with those we serve, this position is perfect for an individual interested in learning about the "behind-the-scenes" roles of nonprofit work.

The volunteer will be contacted as short-term, limited administrative projects come up; he or she will have the opportunity to accept or decline the project based on availability and interest. This volunteer position is ideal for the volunteer who may have a few hours of time here and there to donate, but is not able to commit to a regularly recurring volunteer position.

If you are interested, please fill out the [online interest form](#), e-mail eric.reynolds@ccconcern.org, or call 503-200-3893.

TITLE: On-call Administrative Volunteer

REPORTS TO: Eric Reynolds, Volunteer and Events Coordinator

DESCRIPTION OF DUTIES:

1. Perform administrative tasks, including but not limited to light data entry, scanning, copying, archiving, sorting, folding, etc.
2. Further duties will depend on the details of the particular project and the needs of the benefitting program.

SKILLS AND ABILITIES:

1. Previous experience performing administrative functions and working in an office setting
2. Must be amenable to sporadic availability of projects and a lack of set schedule
3. Must be reliable and able to report to the project on that given day and time
4. Ability to occasionally handle sensitive and confidential information
5. Ability to take direction and guidance
6. Ability to effectively interact with employees and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles, and sexual orientations and to treat each individual with respect and dignity
7. Volunteer is required to attend New Volunteer Orientation.

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions for ending homelessness and achieving self sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees.