

**alzheimer's  association**  
**GREATER MICHIGAN CHAPTER**

**VOLUNTEER POSITION DESCRIPTION**

*All volunteer positions support our agency's overall mission and goals. The Greater Michigan Chapter's mission statement is to enhance the quality of living of all persons affected by Alzheimer's disease and other dementia related disorders by providing leadership, programs/services, advocacy and research support.*

**PROGRAM NAME: Administrative Support Volunteer**

**GOAL OF PROGRAM**

The Administrative Support Volunteer impacts the agency mission and goals by providing clerical support and project assistance for staff positions in a variety of departments throughout the organization.

**VOLUNTEER POSITION DESCRIPTION**

The Administrative Support Volunteer completes clerical support tasks for the Region/Department(s) to which they are assigned. The volunteer will work with staff and other volunteers to complete daily administrative tasks such as data entry, answering phones, copying as well as special projects such as mass mailings and compiling family/education packets. Other duties may include general maintenance and upkeep of premises and equipment.

**SUPERVISOR:** Appropriate Staff Coordinator

**DESIRED QUALIFICATIONS/SKILLS OF VOLUNTEER**

1. Computer/Data Entry Skills
2. Ability to operate basic office equipment (i.e. copy machine, fax machine, etc.)
3. Good telephone Skills
4. Good organizational skills
5. Ability to communicate effectively
6. Dependable
7. Maintain confidentiality

**POSITION RESPONSIBILITIES**

*Volunteer will be assigned all or some of the following responsibilities depending on volunteer abilities, interests and agency needs. Training required for position will vary. However, we ask all volunteers to complete training to learn about position and chapter services.*

1. Copying materials and pulling brochures and materials for information packets
2. Folding and collating materials for daily and mass mailings
3. Data Entry (utilizing a variety of Microsoft Word and other programs)
4. Answering agency phones and directing calls to appropriate staff or volunteer
5. Other general office/clerical duties or special administrative projects as needed