



Harmony House Mission Inc.
Community Outreach

VOLUNTEER



**Harmony House Mission
Clerical Assistant**

Harmony Clerical Assistant Volunteer Position Job Description

GENERAL JOB DESCRIPTION Because secretaries can take on a variety of different tasks and responsibilities, it can be crucial for secretaries to possess a wide range of skills like administrative skills, communication skills, customer service skills, technical skills, analytical and problem-solving skills. Secretaries may also rely on leadership skills to organize and direct office staff and procedures.

DUTIES AND RESPONSIBILITIES

Maintaining company Schedules.

Organizing documents and files.

Greeting business clients and guests.

Documenting financial information.

Scheduling meetings and conferences as directed.

Assisting executives with project tasks.

Supervising staff and new employees.

Coordinating with other organizations.

Implementing administrative procedures.

Maintaining monthly calendar of events. Such as board meetings, staff meetings, other visits here and off site.

Keeping Director and staff informed of upcoming events and meetings.

Organizing documentation and files. Keeping files organized. Hard copies and computer copies.

Maintaining and ordering office supplies.

Work with kitchen staff to order supplies.

Assisting Director with tasks for organizing presentations and meetings.

Assist with forming relationships with other organizations.

Implementing and organizing company policies and procedures.

This is not a complete list, volunteers must be flexible and willing to undertake what ever tasks are needed.

QUALIFICATION FOR THIS POSITION. Education: High School, *GED, College, or Trade School.

KEY COMPETENCIES YOU SHOULD POSSESS Good Computer skills, Excel, Word, Bookkeeping basics.

Time Commitment Expected:

This position can be flexible in hours.

Orientation and training:

Volunteers will receive orientation and tour from the Volunteer Coordinator and will receive training from the Director.

Reports to:

Executive Director

Support, supervision, and evaluation provided:

1. An assessment at the end of the period will be facilitated by the Volunteer Coordinator to ensure that there is a proper fit between Volunteer and the Harmony Mission Inc.
2. An annual review will also be conducted to ensure continued good fit and will be facilitated by the Director.
3. Mandatory activities: All volunteers must attend two volunteer meetings a year. These meetings serve as a means of communication between Harmony House administration and staff and volunteers. We will discuss any new policies, procedures, events, and any other matters of interest to ensure that all members of Harmony House Inc. community are aware of what is going on.

Working conditions:

Smoke-free workplace
Working in a team.
Working on data entry.

Benefits to the volunteer:

You are invited to share a free meal with our volunteers and guests.
You will be assisting the Harmony House Mission to provide a valuable service to its many guests.
Many volunteers feel a sense of satisfaction and accomplishment and connection to a community.
You will gain experience of collaborating directly with guests.
You will have the opportunity to collaborate with other staff and volunteers.