

Metro Atlanta RSVP

RSVP Administrative Support Volunteer

Volunteer Position Description

Description

Support operations of the metro Atlanta RSVP program by providing administrative support that will facilitate program planning, delivery, data collection and reporting.

Responsibilities

- Maintain volunteer files and records, which includes inputting volunteer hours and data
- Assist with program data collection, tracking and reporting
- Basic internet research
- Assist in organization and implementation of volunteer meetings and trainings
- Maintain strict confidentiality standards

Qualifications

- Familiarity with Microsoft Office Suite
- Good organizational skills and attention to details
- Ability to work with limited supervision
- Computer literacy; ability to navigate internet websites
- Comfort level and proficiency in communicating with senior adults
- Must pass background check and sign confidentiality agreement

Training

Orientation to station and on the job training will be conducted by station staff. Additional training sessions will also be held to update volunteers on new information and provide networking opportunities as needed.

Time Commitment

A minimum of four hours a week is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer.

Location/Reports to

Assigned RSVP Station

I understand the effectiveness and credibility of this program depends, in part, on the way I carry out the responsibilities detailed above. I will do my utmost to carry out these responsibilities and remain current on all issues related to this volunteer position.

Signed: _____ Date: _____

