



Office Volunteer

Department: Wish, Operations, Marketing and Development

Scope of Position

Office volunteers provide invaluable support to our employees in the office. Though some tasks are time sensitive, we are happy to coordinate a schedule that maximizes your experience and adheres to your availability. Office Volunteers assist with phone call management, greeting our guests and much more!

Key Responsibilities

- ★ Answer telephones, screen calls and distribute messages
- ★ Inform appropriate staff member when visitors arrive and direct visitors accordingly
- ★ Provide general clerical and administrative support, as requested
- ★ Prepare correspondence and documents for mailing
- ★ Assist staff in preparation for upcoming events or special projects
- ★ Manage information regarding volunteer, intern and wish paperwork
- ★ Data entry and computer-based tasks may be requested

Qualifications

- ★ Knowledge of Make-A-Wish mission, vision, values, and standards
- ★ Strong communication skills
- ★ Excellent customer service skills, friendly and polite
- ★ Knowledge of clerical and administrative procedures
- ★ Strong computer skills and usage of Microsoft programs
- ★ Some tasks may require a background check

Time Commitment

- ★ Varies depending on the tasks available. Office Volunteers will be briefed on expectations in advance.

Location

- ★ Make-A-Wish Southern Nevada office
- ★ Rare off-site travel may be requested in advance

Training

- ★ Volunteer Fair
- ★ Depending on the task, Office Volunteers are required to meet with a staff member for this opportunity to ensure capability of the primary responsibilities. Office volunteers will be given instruction and training on conducting daily operations such as: telephone and Xerox operations, database entry, and software usage.

*For more additional information, please contact our Volunteer Department,
volunteers@snv.wish.org*