



Senior Resource Center at Family Service

405 S. State Street
Champaign, IL 61820
352-5100

VOLUNTEER JOB DESCRIPTION OFFICE SUPPORT

Organization	Family Service Senior Resource Center
Job Title	Office Support
Objectives	Provide support to administrative staff
Duties and Responsibilities	Shred sensitive documents; file; prepare mailings; others as needed
Qualifications and Requirements	Reliability; ability to follow confidentiality practices
Lines of Communication	Senior Resource Center at Family Service 352-5100 Administrative Assistant - Ryan Receptionist - Deb Program Director - Rosanna Volunteer Recruitment - Cindy
Orientation and Training	Senior Resource Center will provide orientation, and ongoing guidance and assistance
Times Needed and Place of Work	Flexible schedule with shifts typically lasting 2 - 3 hours; work at the Senior Resource Center office at Family Service
Commitment Required	Varies as needed
Benefits	The main benefit is internal – knowing you are making a significant contribution to the health and well-being of seniors in our community!

We're Here for Seniors and Their Families.