

Bridge for Youth Administrative Volunteer/Intern Position



Responsibilities

Answer and direct calls; pick up any messages

Greet guests and clients; contact staff person they are there to meet

Mail

Ensure stamped outgoing mail is picked up by carrier

Stamp "Return To Sender" on applicable mail and include for pick up

Sort and distribute incoming mail

Sign for any UPS packages

Accept Incoming Donations

Have donor complete a form and inform appropriate staff person

Fax Machine

Ensure paper supply

Distribute incoming faxes

Send out faxes as requested

Desired Tasks (depending on qualifications):

Outlook – Check Info mailbox daily

Back-up tape – Change Daily

Computer projects (office signage, Training Certificates, etc)

Copying/Scanning as needed

Requirements

- Professional, pleasant attitude
- English fluency
- Attention to detail
- Discretion in dealing with guests and clients
- Must pass background check
- Position needs are 5-6 hours/day Monday-Friday but hours may be split among multiple volunteers

Desired

- Previous office experience
- Familiar with Microsoft Office applications
- Previous experience with office copiers and scanners
- Spanish fluency

Get involved

- Complete and submit the Volunteer Intern Application available at <http://www.bridgeforyouth.org/get-involved/volunteer-opportunities/>
- Be sure to mention this position on your application
- Include a resume