

GRASSLANDS HOMELESS SHELTER – OFFICE ASSISTANT**Grasslands Homeless Shelter:**

The Grasslands Homeless Shelter is a 149-bed capacity transitional residence providing comprehensive services to homeless adults and childless couples. The Grasslands program is the largest homeless shelter in Westchester County.

Volunteer Position: Office Assistant

Contact: JonMarie Fisher, (914) 231-4200

Purpose of Job: Assist in various office duties.

Commitment Required: A minimum commitment of two hours per week for a three-month period. Volunteer opportunities will be available Monday to Friday from 9:00a.m. – 5:00p.m. There are no weekend opportunities for this position.

Duties May Include But Are Not Limited To:

- Photo copying/collating.
- Faxing materials.
- Computer data entry.
- Greeting visitors/front desk assistance.

Qualifications Needed:

- Some basic office work experience.
- Must have excellent communications skills.
- Must be 18 years or older.
- Must be reliable, responsible.
- Must be organized and detail oriented.
- Knowledge of Word and Excel.

Training/Orientation Provided:

Designed to meet the individual requirements of the volunteer. A program tour and introduction to Volunteers of America will be provided.

Location of Job: Westchester County Medical Grounds – 25 Operations Drive Valhalla, New York 10595 – Located next to the Children’s Hospital of Westchester.

Volunteer Benefits:

- Excellent experience in an office environment.
- Great resume builder.
- Knowledge that your work will improve the quality of services to our clients.
- Subscription to *Everyday Miracles*, Volunteers of America’s bi-annual newsletter.
- Invitation to volunteer appreciation events.