

Program Information

Volunteers of America's Harmony House is a 52 bed residence offering safe, affordable, permanent supportive housing.

Volunteer Position Title: Clerical Assistant

Contact: Ernest Richardson Recreation Manager (212) 94-0907 Ext.1119

Purpose of Job:

Volunteer will be asked to assist staff in clerical and administrative duties as needed.

Commitment required:

Volunteer will be asked to commit to a minimum of two hours every Thursday.

Duties May Include But Are Not Limited To:

- Filing paperwork
- Making phone calls
- Referring residents to appropriate departments

Qualifications Needed:

- High school Diploma or GED

Training/Orientation Provided:

Recreation Manager will conduct training and orientation to include a program tour, which is designed to familiarize volunteer with available materials.

Location of Job: 226 W.20th Street New York, NY 10011

Volunteer Benefits

- Volunteer will experience what is necessary for working at Volunteers of America
- Volunteers will be invited to all outside extracurricular activities.
- Lunch will be provided via the Harmony House Kitchen.