

**HORIZON PROGRAM – CLERICAL ASSISTANT****Horizon Program:**

With 160 scattered-site apartments in Upper Manhattan and the Bronx, the Horizon Program provides permanent community-based housing and comprehensive services for people living with HIV/AIDS. The program enables single adults and families to live independently in the community, as self-sufficiently as possible, while providing extensive support services and counseling.

**Volunteer Position:** Clerical Assistant

**Contact:** Sophilla Murray, (718) 585-8233 ext.130

**Purpose of Job:** To assist the administrative office staff by performing day-to-day office work.

**Commitment Required:** Volunteer opportunities will be available daily, from 9:00a.m. – 5:00p.m., with a minimum commitment of 5 hours per week. There are no weekend opportunities for this position.

**Duties May Include But Are Not Limited To:**

- Administrative duties.
- Filing.
- Fielding incoming calls.
- Greeting visitors and front desk duties.

**Qualifications Needed:**

- Volunteer must be organized and able to follow instructions.
- Volunteer must be 16 years or older.
- Volunteer must be reliable and responsible.
- Volunteer must be flexible.
- Basic computer knowledge/electrical background a plus.

**Training/Orientation Provided:**

Includes a program tour and introduction to Volunteers of America.

**Location of Job:** Horizon, 349 East 149<sup>th</sup> Street, Bronx NY 10451

**Volunteer Benefits:**

- The knowledge that work will improve the lives of people affected by HIV/AIDS.
- Subscription to Everyday Miracles, Volunteers of America's bi-annual newsletter.
- Invitations to volunteer appreciation events.
- Great experience and resume builder.
- That warm fuzzy feeling you get from doing something good.