

RESIDENTIAL SERVICES – OFFICE ASSISTANT

Residential Services: A 43-bed scattered-site program, Residential Services provides permanent supportive housing for adults with developmental-disabilities, with the goal of promoting integration into the community, employment, and full and active lives.

Volunteer Position: Office Assistant

Contact: Sandra Amato, (718) 420-5452

Purpose of Job: Assist administrative staff by performing day-to-day office tasks and projects on an as-need basis.

Commitment Required: A minimum commitment of 2 hour per week for a 3-month period is required. Volunteer opportunities will be available Monday – Friday from 10:00a.m. – 4:00p.m. There are no weekend opportunities for this position.

Duties May Include But Are Not Limited To:

- Fielding phone calls and directing inquiries.
- Administrative duties include data entry, communications, et cetera.

Qualifications Needed:

- Must be organized and able to follow instructions.
- Must be reliable and responsible.
- Knowledge of Microsoft Word, Excel, and basic computer skills.

Training/Orientation Provided:

Orientation includes introduction to program staff, program, and Volunteers of America, and computer training (if necessary).

Location of Job: Residential Services, 2015 Forest Avenue, Suite B1, Staten Island, NY 10303

Volunteer Benefits:

- The knowledge that your work makes a difference.
- Great office experience and a resume builder.
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.
- Invitations to volunteer appreciation events.