

University Family Residence

Volunteers of America's University Family Residence is a Tier II transitional facility that houses 70 families with children. The residence offers 24-hour security and comfortable housing, along with comprehensive on-site services, childcare department and recreation dept.

Volunteer Position Title: Clerical Assistant

Contact: Tyrone Ashby (718) 590-5346x242

Purpose of Job: To assist with clerical duties.

Commitment Required: A minimum commitment of 2 hours per week. Volunteer opportunities will be available Monday – Friday from 8:00AM – 4:00 PM. There are no weekend opportunities for this position.

Duties May Include But Are Not Limited To:

- Typing
- Faxing
- Correlating
- Filing

Qualifications Needed:

- Must be organized and able to give instructions
- Must be 18 years or older
- Must be reliable, responsible
- Must be flexible and able to adapt to changing situations

Training/Orientation Provided

Training and orientation are designed to meet the individual requirements of the Clerical Assistant., include a program tour, and an orientation to Volunteers of America.

Location of Job: 1041 University Family Residence, Bronx, N.Y. 10452 (165th st. & University avenue. Of the Major Deegan Expressway)

Volunteer Benefits

- The knowledge that your work provides hope, healing and makes a difference through their volunteering experience
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter
- Invitations to volunteer appreciation events
- Letter of recommendation/certificate