

**Valhalla Residence**

Valhalla Residence is a 19-bed transitional shelter for medically frail, homeless Westchester residents. The facility provides a structured case management approach for residents who are medically and psychologically challenged.

**Volunteer Position Title:** Office Assistant

**Contact:** Lauren Lashley - (914) 345-0310

**Purpose of Job:** Assist Administrative Assistant and Program Director in various office functions as needed. Answer phones, photo coping/collating and filing materials.

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

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

- Answering phones
- Filing materials
- Photo coping/collating
- Faxing materials
- Computer data entry
- Greeting Visitors

**Qualifications Needed:**

- Some basic office work experience
- Must have some telephone answering skills
- Must be 18 years or older
- Must be reliable, responsible
- Must be organized and detail oriented
- Some Computer knowledge

**Training/Orientation Provided:**

Training and orientation are designed to meet the individual requirements of the volunteer. A program tour and orientation of Volunteers of America will be provided.

**Location of Job:** Westchester Medical Center Campus grounds – Sunshine Cottage Road/Hammond House Road. Valhalla New York, 10595

**Volunteer Benefits:**

- The knowledge that your support improves services to people affected by homelessness
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter
- Invitations to volunteer appreciation events
- Free parking