



VOLUNTEER PROJECT JOB DESCRIPTION

HELPING HAND HOUSE / 4321 2nd St SW, Puyallup 98373

- Job Title:** Office Assistant
- Job Definition:** Responsible for helping to maintain donor information in eTapestry database, keep records up to date with donations received, creating spreadsheets of volunteer and group project information, and other miscellaneous work as assigned.
- Job Specifications:** The volunteer must be willing to commit to ongoing weekly hours but be flexible with changing a work schedule depending on work load. Must be computer literate and can work self sufficiently on own.
- Report To:** Lisa Heintz- Director of Volunteer Services
- Compensation:** None/Volunteer Opportunity
- Record Keeping:** Will need to have individuals fill out a volunteer application, sign a confidentiality release form, pass a Washington State Criminal Background Check, keep track of the hours spent working in the HHH office. The Volunteer Coordinator will ask for the total number of hours spent volunteering at month end.
- Qualifications:**
- Must be pass a criminal background check
 - Must have computer knowledge particularly to Excel and Word
 - Must have people and phone skills
 - Must be able to research information on the internet
 - Must be able to make spreadsheets and be able to keep a database current and up to date
 - Must be adaptable to miscellaneous tasks