



Volunteer Office Assistant **Volunteer Reports to: Office Manager**

Purpose: The Office Assistant will perform a variety of tasks depending on project deadlines in Bee Busy Inc.'s office. This will include answering phones and other administrative tasks as assigned by the Office Manager. This position helps to assist the BBI staff with day-to-day operations.

Essential Duties and Responsibilities

- Answering phones
- Data entry
- Filing
- Maintenance of office space
- Other duties specifically around coordination of special events, or as assigned

Requirements

- Must present a professional appearance and a friendly manner.
- Must be dependable and punctual.
- Be courteous and personable when dealing with the public.
- Be self-directed, willing to take initiative, and detail-oriented.
- Respect and maintain confidentiality of BBI's clients, volunteers, partners, and donors.
- Computer skills are desired.

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - Filing System
- Training and supervision conducted by: Michelle Suncin or designated trainer

Evaluation

- All volunteers complete an evaluation regarding your volunteer experience with BBI.

Time Commitment

- During staff meetings – First Friday of every month during tenure.
- Two times per week for 4 hours.

Benefits

- Knowledge that you are working as a team to ensure that the office functions run smoothly.
- Work experience
- The opportunity to give back to your community and help change a life!