



## Office Volunteer

### Scope of Position

Office volunteers provide invaluable support to our employees in the office. Office Volunteers assist with phone call management, greeting our guests, admin tasks, and much more.

### Key Responsibilities

- ★ Answer telephones, screen calls, and distribute messages
- ★ Inform appropriate staff members when visitors arrive and direct visitors accordingly
- ★ Provide general clerical and administrative support
- ★ Prepare correspondence and documents for mailing
- ★ Assist staff in preparation for upcoming events and special projects
- ★ Data entry and computer-based tasks may be requested
- ★ Maintain the cleanliness of The Wishing Place

### This Position Is Right for You if...

- ★ You have knowledge of the Make-A-Wish mission, vision, values, and standards
- ★ You have strong communication skills
- ★ You have excellent customer service skills, friendly and polite
- ★ You have clerical and administrative procedures
- ★ You have strong computer skills
- ★ You have experience utilizing Microsoft programs

### Time Commitment

- ★ Varies depending on the tasks available. Office Volunteers will be briefed on expectations in advance.

### Location

- ★ Make-A-Wish Southern Nevada office
- ★ Off-site travel may be requested

### Training & Requirements

- ★ Volunteer Orientation
- ★ Training will be provided on the day of
- ★ Must be fully vaccinated against COVID-19
- ★ Must wear a mask

*For more additional information, please contact our Volunteer Department,  
[volunteers@snv.wish.org](mailto:volunteers@snv.wish.org)*