



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 Nevada office
- ★ Off-site travel may be requested

Training & Requirements

- ★ Volunteer Orientation
- ★ Training will be provided on the day of volunteering