



*The
Lighthouse
of the
Community*

Volunteer Services

VOLUNTEER POSITION DESCRIPTION

TITLE: Administrative Assistant Volunteer

SUPERVISOR: Director of Finance and Operations

PROGRAM: Hallie Q. Brown Community Center (HQB)

PURPOSE: Supports the general clerical, reception and bookkeeping activities of the Administrative offices including scheduling appointments, correspondence, and filing.

RESPONSIBILITIES MAY INCLUDE:

- Answers main HQB telephone line, screens calls, relays messages, and greets visitors.
- Collect tuition for the Early Learning Center and After School Program/Day Camp.
- Collect donations for the HQB Food Shelf and HQB.
- Balance collected receipts, ensuring accurate bookkeeping and related activities
- Provides administrative support for the Executive Director and Director of Finance and Operations for the preparation of correspondence, scheduling, filing, etc.
- Picks up and delivers mail and materials as required.
- Perform errands and special projects as requested by supervisor.

QUALIFICATIONS:

- Dealing with confidential information
- Customer service skills
- Ability to operate office equipment such as photocopier, fax machine, and calculator.
- Ability to operate personal computer to access e-mail, electronic calendars, and other basic office support software.
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines.

SITE: Hallie Q. Brown Community Center, 270 Kent Street N, St. Paul

COMMITMENT:

- Minimum 3-month commitment. Flexible schedule
- Program hours are Monday - Friday, 8:00 a.m. – 6:00 p.m.

CONTACT: Manager of Volunteerism
(651) 224-4601
volunteer@hallieqbrown.org