



Administrative Volunteer <i>Position Description</i>	
Purpose/Objective:	To assist staff in administrative work and office management
Location:	Dependent of volunteer's placement
Key Responsibilities:	<ul style="list-style-type: none"> • Filing, organizing and archiving client charts • Data entry • Scanning / Making copies • Office organizational tasks (may include shredding, changing bulletin boards, helping prepare items for distribution, etc.) <p>Responsibilities may include:</p> <ul style="list-style-type: none"> - Organizing office space - Distributing flyers to tenants <p><i>These tasks can be taken at the volunteer's discretion</i></p>
Qualifications:	<ul style="list-style-type: none"> • Must be 18 years or older • Must be willing to undergo a background check and fingerprinting
Time Commitment:	<p>At least 3-5 hours a week</p> <ul style="list-style-type: none"> • Volunteer times are limited to the weekdays from 9am-5pm
Training / Support Provided:	No task will be assigned without adequate instruction by a supervisor. Additionally a staff member will always be present and available to assist a volunteer when a question arises
Benefits:	<ul style="list-style-type: none"> • Lantern Letter of Recognition of Service • Recommendation for Mayoral Service Recognition upon the completion 100 hours of service (at volunteer's request)
Volunteer Supervisor:	Program Director of site
Phone:	212-394-3073 Ext. 209
Email:	volunteer@lanterncommunity.org
Website	https://lanterncommunity.org/