# Administrative Volunteer

## Position Description

**Purpose/Objective:**
To assist staff in administrative work and office management

**Location:**
Dependent of volunteer’s placement

**Key Responsibilities:**
- 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.)

**Responsibilities may include:**
- Organizing office space
- Distributing flyers to tenants

*These tasks can be taken at the volunteer’s discretion*

**Qualifications:**
- Must be 18 years or older
- Must be willing to undergo a background check and fingerprinting

**Time Commitment:**
- At least 3-5 hours a week
- 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:**
- 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](mailto:volunteer@lanterncommunity.org)

**Website**
[https://lanterncommunity.org/](https://lanterncommunity.org/)