



SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES
a support and resource organization providing services for families of
children with disabilities

Volunteer Announcement – January 15, 2011

Position Available: Office volunteer(s)

Hours: Part-time. Choose from several available shifts - One half day or more per week (Check with Volunteer Manager for available shifts; see contact information below).

Job Location: Support for Families of Children with Disabilities, San Francisco

Volunteer Description: This volunteer reports to the administrative team. Office volunteers will assist in answering phones, transferring calls, and with office support tasks. Training is provided; however background in answering phones and working in an office environment desirable.

Duties:

- Answer the phones and transfer calls to SFCD staff
- Assist with office support tasks: copying, preparing mailings (stuff envelopes, use postage meter), preparing handouts and packets for meetings.
- Data entry using Microsoft Office software
- Simple design and layout of flyers/announcements using Microsoft Office software (Word, Excel & Publisher)
- Prepare conference rooms and clean up after meetings
- Search the Internet for information using Microsoft Internet Explorer web browser
- Tidy up in conference rooms and kitchen each day.

Required skills/abilities:

- Proven ability to listen and follow directions
- Read, write, and speak English clearly. Must have pleasant phone voice and demeanor.
- Proven experience using Microsoft software applications: Word, Excel, Internet Explorer
- Excellent communication skills
- Positive attitude with a genuine interest in topics regarding children with disabilities.
- Accuracy and attention to detail
- Ability to work with others in an open office/cubicle environment
- Must be able to move and lift books/files (up to 10 lb.)

Please contact the Volunteer Manager, Kat Schlier to schedule an interview and volunteer orientation and to discuss your availability. kschlier@supportforfamilies.org

Support for Families of Children with Disabilities
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