

Volunteer Desk Administrator (Volunteer Position)

Duties

1. Answer phone and direct to appropriate staff member/take messages.
2. Open atrium door/meet people at the door to direct them.
3. Folding, stamping, addressing group mailings.
4. Monitor sign-up sheets for flowers/events/greeters/ushers to respond to questions called in.
5. Be aware of appropriate contacts for greeters, committee chairpersons, event sponsors, etc. to direct questions appropriately.
6. Copying, collating, distributing information if asked by staff.
7. Knowledge of locations for all drop-offs, supplies and general equipment (scissors, tape, markers, rulers, keys, etc.)

Time Commitment

The Staff Parish Relations Committee is looking for 6 people to share this position. Each person would work at the volunteer desk one day per week, Monday through Friday, from 9 am to 1 pm, with one person as a substitute.

Contact

Dick Stadel
Staff Parish Relations Committee Chairperson
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10/18/18