

Respite Volunteers of Shiawassee

Business Office Volunteer Job Description

Volunteers are essential to the success of Respite Volunteer events and are important links to the community. Respite Volunteers of Shiawassee does not have specific fees for service, or receive reimbursement from health insurance. We do not currently receive any county, state or federal funding. Therefore, our agency has opportunities available on a weekly basis in order to cover program expenses, and to continue to sustain our program.

Volunteers' experiences, time, and talents are greatly appreciated and needed in order to assist with these events. Volunteers provide a profit margin that makes sense for the amount of time involved, and to balance the amount of paid staff time that is allocated to office work. This is a chance to learn new skills, meet new people, learn about us so you can educate others about the availability of our services, market the program, and possibly recruit additional volunteers.

BENEFITS:

1. Satisfaction of helping to sustain the Respite Volunteer nonprofit, and those receiving our services.
2. Some volunteers are seeking experience to improve their chances of gaining employment, attaining job promotions or career advancements. Other volunteers are gaining experience to be considered for college and/or desired college program acceptance.
3. Friendships develop while working with other dedicated volunteers.
4. The chance to make a difference and impact the lives of our patients and our caregiving families. Even if the volunteer is helping in the office and/or events, volunteers' time still assists the program to be able to serve patients and our caregivers.

DUTIES:

1. Work with staff members, and other volunteers as instructed.
2. Includes composing correspondence, organize and maintain files, track volunteer time sheets, track patient and caregiver data, greet visitors and callers, handle their requests and direct them to the appropriate person according to their needs.
3. Operate office equipment such as computers, copiers and phone systems. Experienced with Microsoft Office Suite a plus but not needed
4. Research the internet for any necessary information when needed.
5. Getting the newsletters ready to be mailed and sent out.
6. Other special projects

710 W. King St. * Owosso, MI 48867 * (989) 725-1127

www.respitevolunteers.org

7. Use Respite Volunteer staff for information concerning other community resources. You can always call the office.
8. Participate in the Respite Volunteer Training program if possible.
9. Consider friends, family, and co-workers who also might enjoy helping. Be prepared to explain the benefits of helping either at a specific fundraiser or helping Respite Volunteers in general.
10. Consider how this is a chance to educate about our program. Be able to describe how we network with other programs, consider collaborations, and recruit new volunteers.

Signature

Date

Updated: 6/20/18