



Administrative Volunteer Job Description

Supervised by: Volunteer Coordinator & Office Assistant

Interrelationships: Community Members, Staff Members, and Other Volunteers

Job Summary: Provide assistance to staff within the office

Qualifications:

1. Eighteen years of age or older required and demonstrates exceptional maturity.
2. Commitment to the hospice philosophy and concept of care.
3. Possesses good interpersonal communication skills.
4. Ability to work within an interdisciplinary team setting as well as independently.
5. Possess good organizational skills with attention to detail.
6. No previous experience necessary

Training/Licensure: Must have completed a two-hour hospice-training course (missing no more than two sessions, making up missed material as directed by the Volunteer Coordinator).

Responsibilities:

1. Assist staff with organizing and preparing mailings
2. Assist staff with other administrative duties
3. Maintain accurate records of time.
4. Maintain patient and/or office confidentiality and privacy.

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

Signature of Volunteer

Date

Signature of Volunteer Coordinator

Date