



Office Assistant Volunteer

Location: Any of our 5 locations (most positions available at our main office)

Time: Business hours may vary by location.

Commitment Level: Long and short term commitments

Volunteer Duties

- Make copies, scan or file paperwork according to given directions.
- Accomplish the task at hand in a timely manner and ask for clarifications if needed.
- Running errands.
- All other related office duties.

Skills Required

- Technology Skills
- Time Management
- Basic writing
- Strong communication skills
- Problem-Solving
- Teamwork
- Organizational Ability
- Basic reading
- Planning and organizing

Additional Requirements

- Standards of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

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