



## Office Assistant

**Location:** Any of our 7 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

- Clear Background Screening
- Code 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

Matthew J. Vossler  
Volunteer Coordinator  
Kids Incorporated of the Big Bend  
2326 Centerville Rd., Tallahassee, FL 32308  
(850) 414-9800 ext. 112  
[mvossler@kidsincorporated.org](mailto:mvossler@kidsincorporated.org)  
[www.kidsincorporated.org](http://www.kidsincorporated.org)