



Reading ASSIST® Institute

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OFFICE VOLUNTEER

Position Description

Summary: Office Volunteers perform light office work under the supervision of office staff.

Job Responsibilities

- Vary depending upon office needs and experience.
- Training will be provided by office staff.

Competencies

To perform the job successfully, the Office Volunteer should demonstrate the following competencies:

- Ability to work with others.
- Ability to stay organized.
- Ability to follow through on tasks, ideas, etc.

Physical Qualifications

The Office Volunteer must possess physical qualifications and attributes sufficient to complete required duties without additional manpower but with reasonable assistance from mechanical, electrical, or electronic devices.

Time Commitment

Varies with office needs and volunteer availability.