



ST CARTHAGE'S COMMUNITY CARE

Office Volunteer

Responsible to: Office Manager

Duties/Tasks:

1. Front desk reception
2. Operation of the St Carthage's switchboard under guidance of Administration Assistant
3. Administration tasks including – client file preparation, photocopying and other duties as directed by Administration team
4. Bookings for Broadband for Seniors Kiosk as required
5. Monitor/maintain training facilities as required
6. Filing – as directed by the administration team

Rostered Days: Monday to Friday **Time:** 9am to 1.00 pm/1.00 to 5.00pm

Other duties/tasks as agreed to by volunteer & coordinator

Tutoring in specific software programs

Rostered Days: as required

Time:

Skills & experience necessary:

1. Computer literacy
2. Good communication skills
3. Friendly helpful manner
4. Ability to relate to people from diverse backgrounds
5. Understanding of confidentiality and privacy issues

Desirable: IT qualifications

St Carthage's Community Care Compulsory training:

On-the-job training provided by an experienced Office staff

Optional Training to be provided by St Carthage's Community Care:

Assessment date: 1 month & 3 months **Review date:** 12 months

SIGNED: _____

DATE: _____

SUPERVISOR: _____

DATE: _____