



Position Title: Volunteer Administration Assistant

Number of Positions Available: 1

Purpose: To support onboarding and administrative tasks of the Volunteer Services at Cleveland Sight Center

Location: Cleveland Sight Center

Key Responsibilities:

- Entry of paper applications into volunteer database
- Participate in 1:1 meetings with volunteers to collect needed volunteer paperwork information
- Conduct phone calls, follow ups, mailings and other aspects of the CSC volunteer onboarding process as instructed
- Support and conduct Volgistics training for current CSC Volunteers.
- Other duties as assigned

Qualifications:

- Proficient in Microsoft Office programs
- Strong relationship building skills
- Attention to detail
- Ability to work with a diverse population
- Good communication skills
- Successful completion of a background investigation.
- Strict adherence to HIPPA and confidentiality

Commitment:

- 5-8 hours per week

Age Requirement: 18+

Dress Code:

- Business Casual

Training:

- Volunteer Orientation
- Volgistics Database Training

Volunteer Signature:

Supervisor Signature:
