



4444 N. Belleview, Suite 110, Gladstone, MO 64116

Phone: 816 455 4800 Fax: 816 455 2707

www.claycoseniors.org

VOLUNTEER JOB DESCRIPTION

<i>Position Title:</i>	Office Assistant for Data Entry
<i>Report to:</i>	Program & Resources Manager
<i>Hours:</i>	Flexible, part-time, Monday through Friday
<i>Location:</i>	4444 N. Belleview, suite 110, Gladstone, MO 64116
<i>Job Duties <u>may</u> include any of the following:</i>	<ul style="list-style-type: none"> ▪ Data entry ▪ Answering office phone calls ▪ Preparing materials for mailing and distribution ▪ Office duties such as filing and organizing ▪ Other office tasks: tell us about your skills and areas of interest!
<i>Qualifications:</i>	<ul style="list-style-type: none"> ▪ Ability to pass state background check. ▪ Ability to follow written and oral instructions. ▪ Friendliness and patience with senior adults on the phone. ▪ Basic computer knowledge. We will teach you how to use our office programs.
<i>Benefits of job:</i>	<ul style="list-style-type: none"> ✓ Gain new experience and knowledge. ✓ Feeling of satisfaction in providing service to older adults. ✓ Flexibility in working hours in a pleasant environment.
<i>Contact:</i>	Paula Zigmond, Program & Resources Manager: 816-455-4800 or paula@claycoseniors.org