

Johnson County Human Services & Aging Volunteer Job Description

Office Administrative Assistance

Position Summary

Assist with maintaining volunteer records in database and paper files. Assist other department with their recordkeeping needs.

Work Location

Sunset Drive Office Building – SDOB

Duties and Responsibilities

- ✓ Assist in keeping volunteer records through either data entry or paper document filing
- ✓ Volunteer will wear Volunteer ID tag in office.
- ✓ Sign volunteer sign-in sheet to track hours
- ✓ Notify appropriate staff of cancellation or late arrival
- ✓ Inform Volunteer Coordinator of personal contact information updates, when appropriate

Qualifications

- ✓ Must be 16+
- ✓ Provide own transportation
- ✓ Must have basic computer skills – word processing and email
- ✓ Prefer volunteer have personal email account
- ✓ Ability and willingness to support the mission of the organization
- ✓ Ability to work independently and follow directions as a team member
- ✓ Good work habits such as punctuality, dependability, honesty, open communication and ability to adapt to change
- ✓ Ability to relate to people; friendly, supportive and compassionate attitude

Time Commitment

- ✓ Flexible 2 hours monthly minimum to be considered active
- ✓ 6-month commitment at minimum, unless otherwise arranged with Volunteer Coordinator

Responsibilities of JOCO HS/A

- ✓ Orient and train volunteers
- ✓ Keep volunteers informed of program updates and changes
- ✓ Work with volunteers to coordinate time and schedule
- ✓ Manage program to optimize volunteer safety

Benefits

- ✓ Involvement in a volunteer activity that makes a positive impact on lives of individuals, their families and the community
- ✓ Personal satisfaction in helping HS/A clients continue independent living
- ✓ Develop friendships

Required Forms and Documentation

- ✓ Valid driver’s license and current auto insurance annually, if appropriate
- ✓ Volunteer application
- ✓ Code of Ethics
- ✓ HIPAA Form
- ✓ Confidentiality

Volunteer Coordinator

Benita Webber
Volunteer Services Coordinator
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This job description has been reviewed with me. My questions and concerns have been answered. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

Volunteer’s Signature

Date

Volunteer Coordinator’s Signature

Date