

## Office Assistant Volunteer Position Description

**Time Requirements:** Minimum six-month commitment

**Reports to:** Volunteer & Respite Program Manager

### Responsibilities:

- Support all programs and departments of Alzheimer's San Diego
- Assist staff with data entry, mailings and/or special projects
- Assist staff with phone calls, as needed
- Help with misc. tasks, as assigned

### Skills & Qualifications:

- Basic computer skills (needed for most projects)
- Weekday availability between 8:30 AM to 5:00 PM
- Ability to learn information about Alzheimer's San Diego
- Ability to work cooperatively with staff and volunteers
- Reliable and flexible, and maintain a professional appearance
- Maintain confidentiality

### Requirements & Training

- Background check (Alzheimer's San Diego expense)
- Complete paperwork
- Complete on-the-job training, as needed

### Attire:

- Business casual
- No jeans, shorts, flip-flops or casual T-shirts