

**SAMPLE VOLUNTEER POSITION DESCRIPTION
CHAPTER/UNIT NAME**

Location	
Position Title	Clerical Support
Purpose	Assist Red Cross in delivering mission by providing clerical skills in assigned department
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support Red Cross Mission • Assist in office administration in Red Cross department • Answer telephones and take messages • Light typing, data entry, Work filing • Assist in preparation of mailings, course materials packaging • Communicate with volunteers •
Relationships	<i>As determined by chapter/unit</i>
Qualifications	<ul style="list-style-type: none"> • Self motivated, ability to follow instructions & complete a project • Typing, filing (personal computer skills and Microsoft Word helpful) • Willingness to learn new skills • Good communication skills • Ability to work with employees and volunteers
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • On-the-Job training in specific department
Appointed by	Chapter/Unit Chair of Volunteers and or Director
Reports to or Partners with	Chair or director of assigned department
Length of Appointment	4 months or longer. Once trained may remain active as long as required training is updated.
Time Commitment	1-2 days a week, 4 hour shift, preferably.
Support Provided	Chair or director of assigned department Chair of Volunteers
Development Opportunities	<ul style="list-style-type: none"> • Opportunity to learn administrative skills. • Opportunity to support Red Cross services in specific department. • Work with dedicated employees and volunteers to deliver Red Cross services.

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date _____