

**CITY OF BOCA RATON
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Office Assistant

GENERAL DESCRIPTION OF WORK: Provides administrative and clerical support.

POSITION DUTIES:

- Assists in answering telephones, directs calls and/or takes messages, processes mailings, data input, filing, copying, shredding, mailings, faxing, scanning, etc.
- May mentor the newest Office Assistant volunteer.
- May perform related tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with computers/databases, and other basic office equipment.
- Ability to communication enthusiasm for volunteering at Gumbo Limbo, to communicate effectively, is sensitive, patient, upbeat and professional.
- Is a self-starter and uses good time management.

EDUCATION, EXPERIENCE AND TRAINING:

- 16 years and older.
- Attends training classes and continues to increase in knowledge of the Gumbo Limbo Nature Center.

PHYSICAL DEMANDS: Ability to hear, see, speak, stand and sit for several hours at a time.

TIME COMMITMENT: One 4-hour shift per week for a minimum of 4 months OR one 4-hour shift bi-weekly for a minimum of 6 months. Available shifts: Monday through Saturday 8:45 a.m. to 12:45 p.m. and 12:45 p.m. to 4:15 p.m. Sunday from 11:45 p.m. to 4:15 p.m.

BENEFITS TO THE DEPARTMENT: Assists in providing a welcoming and informative introduction to the Gumbo Limbo Nature Center as well as providing efficient service.

BENEFITS TO THE VOLUNTEER: The opportunity to learn more about the Gumbo Limbo Nature Center, learn new skill and make new friends.

<u>Recreation Services</u>	<u>Gumbo Limbo</u>	<u>Gumbo Limbo Secretary</u>	
Department	Division	Supervisor	Telephone
12/24/13			