

Volunteer Opportunity Description Form

Position Title: Office Assistant

Supervisor: Leah Madonich

How you can contribute: Aid in basic administrative tasks for the office as well as the congregate lunch program.

Volunteer Tasks: Filing, money counting, making copies, answering phones, making reminder phone calls for special events or health screenings, prepare placemats and binders for the lunch program, folding monthly newsletters and mailings.

Helpful prior experience: Previous administrative experience.

Training: Office Assistants will be trained in the documentation procedures for the Senior Center. Those who will do filing will participate in the Area Agency on Aging's confidentiality training regarding intake forms.

Benefits for San Bruno Senior Center: Aids in the continued organization of the office and the maintenance of paperwork for record-keeping purposes. Relieves full-time staff of some basic administrative duties.