

**OFFICE ASSISTANT**

**JOB DESCRIPTION: help with office tasks, like opening and sorting mail or stamping forms with registration location information, etc.**

**OPENING/SORTING MAIL**

* Sign up for Office Assistant volunteer slots on needed days, which are typically weekdays in the middle or end of each month
* Check in with Volunteer Manager at beginning of your shift to get mail that needs to be opened and sorted
* Open envelopes (if there is anything other than forms inside, such as donations or a note, contact Volunteer Manager immediately)
* Envelopes that contain registration forms only:
	+ check that Group Code has been stamped on form (if not, stamp with code 000000)
	+ staple registration forms to envelope they came in

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**STAMPING REGISTRATION FORMS**

* Sign up for Office Assistant volunteer slots on needed days, which are typically weekdays in the middle or end of each month
* Check in with Volunteer Manager at beginning of your shift to get blank registration forms and site forms
* Check that the stamp is on the correct number; adjust as needed
	+ TEST the stamp at least once or twice before you start stamping registration forms
	+ Stamps use MANUAL ink pads, so you have to stamp the ink pad each time you use the stamp
* Stamp the appropriate number of forms with the Group Code
	+ do not push the stamp down too hard or numbers will smear!
* When done, put all forms with the same number back in envelope or box and place site form in front of envelope/on top of box
* Return envelope/box to Volunteer Manager

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**OTHER OFFICE DUTIES**

We may have other office needs from time to time, such as helping send thank you letters to donors, filing, scanning forms, etc. Those jobs will be added on an as-needed basis and supervised by the Volunteer Manager.