



RISP Admin Volunteer Position Description

Purpose:

Our Admin Volunteer(s) are based out of the RISP office, providing staff helpful support with record-keeping, file and database maintenance, creation of written resources, and volunteer onboarding and training processes. They also maintain and restock collections of printed resources to use for volunteer use, cultural orientation, and tabling/community outreach. They work primarily with the RISP Volunteer Coordinator, but may also take projects from other members of our social services team, including our case managers, Employment Specialist, Housing Navigator, and Program Manager. They will be primarily working with RISP staff, but occasional communication with other volunteers and outside agencies may be needed.

Essential Responsibilities:

Assist at the RISP office for 4 hours/week during RISP office hours (Monday-Friday, 8am-4:30pm).

- Maintain a regular schedule
- Submit activity reports and hours in a timely manner
- Maintain confidentiality
- Be respectful of the clients and their cultural traditions

Qualifications:

- Minimum of 18 years of age
- State issued photo ID
- Ability to pass a criminal background check
- Comfortable working with Windows operating system (or able to learn)
- Intermediate or higher proficiency with Microsoft Word and Excel
- Ability to learn new software as needed
- Ability to work cooperatively
- Ability to communicate clearly and effectively in English
- Experience with graphic design is helpful but not required.

Commitment:

- Available at least 4 hours/week during RISP office hours.
- Ability to commit to a regular schedule for at least a month at a time.