TYLER ARBORETUM DEVELOPMENT CLERICAL
VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: Provide clerical support to the Development Office which may include preparing mailings, filing, possible data entry in Excel spreadsheets, and other clerical tasks as needed.

QUALIFICATIONS/SKILLS:
- Available to volunteer for a 1.5 hour shift (morning and afternoon shifts are available monthly). Days and times may vary depending on needs.

- Some tasks may require experience with the following:
    - Computer use
    - Researching on the internet
    - Microsoft Excel or word, including mail merge
    - Database systems beneficial

- Experience with putting multiple mailing materials together. Know how to file.

- Be able to work independently and accurately.

- Must be able to maintain the confidentiality of sensitive information.

TYPICAL ASSIGNMENTS: Routine data entry, filing and processing mailings.

EXPECTATIONS:
- Use SignUpGenius to sign up to volunteer and arrive as scheduled. If you are unable to keep your commitment, delete your sign-up. Notify the supervisor if your cancellation is within 24 hours of your commitment.

- Wear casual office attire that is presentable and neat.

- Treat your workstation with care, as this is a shared workspace.

- Have exceptional organizational skills.

- Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention any physical limitations.

TRAINING AND DEVELOPMENT:
- Volunteers learn through hands-on experience. The supervisor is responsible for your training and will orient volunteers to the projects.

- In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.

DATE DRAFTED: 04/26/16, 3/5/19, 1/19/21, 12/15/23