



Georgia Cares, Atlanta Volunteer Position Description

Title: Office Administration Volunteer

Description

Assist the *GeorgiaCares* program at the Atlanta Regional Commission, Area Agency on Aging by providing general administrative and clerical support.

Responsibilities

- Compile and mail out of information requested by clients
- Maintain supplies and materials
- Provide basic internet research
- Provide data entry
- Assist in meeting preparations and logistics
- Maintain strict confidentiality standards

Qualifications

- Computer literacy; ability to navigate internet websites
- Comfort level and proficiency in communicating with senior adults
- Typing and data entry
- Ability to work with limited supervision
- Good organizational skills and attention to details
- Basic office skills; ability to use copy and fax machines
- Must sign confidentiality agreement

Training

On the job training will be conducted by the Area Agency on Aging staff. Additional information about Medicare and other related programs may be provided.

Time Commitment

A minimum of four hours a week is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer.

Location

Atlanta Regional Commission, 40 Courtland St., NE, Atlanta, GA 30303.
Parking reimbursement is available.

Reports To

Volunteer Coordinator. Also works with *GeorgiaCares* Program Specialists.