

Volunteer Office Assistant

(up to 4 hours per week)

How will I make a difference?

The Volunteer Office Assistant is responsible for providing administrative support to the front office team. This position meets and greets the community and shares information about Verdant's health related programs and services.

What will I be doing?

- Answer phones
- Greet the public and share information about Verdant
- Filing
- Maintenance of office space
- Provide facility tours as requested/scheduled during your shift

What skills, experience and attributes do I need?

- Strong organizational skills for handling paperwork and office supplies
- Ability to establish a positive rapport with a diverse population
- Outgoing and friendly demeanor with a customer service focus
- Dependable and punctual
- Self-directed, takes initiative and detail-oriented
- Respectful and able to maintain confidentiality of conversations with the community
- Strong computer skills

How much time will I be expected to give?

Flexible hours in 4-hour shifts at least once a week. Hours will be during regular business hours of Monday-Friday, between 9:00am-5:00pm.

What will I gain?

- Use your gifts to serve the community and educate individuals about healthcare and health related services available
- Increase your professional skills
- Gain meaningful experience working with others.

What can I expect from Verdant Health Commission?

In return for your valuable help, we aim to ensure volunteering for Verdant is a fulfilling and worthwhile experience. You will have the support of Verdant staff with the opportunity to learn about the inner workings of a Public Hospital District.

Things you need to know:

- You will report to the Executive Assistant and Office Manager
- Successful completion of your volunteer term does not entitle you to employment at the Verdant Health Commission.

How to Apply: Send resume and inquiry to info@verdanthealth.org to indicate your interest in the position.