



2101 Main Street  
Baker City, OR 97814  
(541) 523-7838

## Volunteer Office Assistant

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in our Baker City Child Care Resource & Referral office. This will include answering phones, assembling printed materials, and other administrative tasks as assigned by the Child Care Resource & Referral staff. This position helps to extend the resources of UMCHS to better fulfill the needs of the families we serve.

### Essential Duties and Responsibilities

- Assembling printed materials
- *Data entry*
- *Filing*
- *Maintenance of office space*
- *Other duties as assigned*

### Requirements

- *Must present a professional appearance and a friendly manner*
- *Must be dependable and punctual*
- *Be courteous and personable when dealing with our clients*
- *Be self-directed, willing to take initiative, and detail-oriented*
- *Respect and maintain confidentiality of all UMCHS clients, volunteers, partners, and donors*
- *Computer skills are desired, but not necessary*

### Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
  - Phone System Tutorial
  - Database Tutorial
  - Filing System
- Training and supervision conducted by: Child Care Resource & Referral Staff

## Time Commitment

- 15-20 hours per week

## Benefits

- *Knowledge that you are working as a vital member of the team to ensure that our services are available to every family that needs them*
- Excellent work experience
- Outstanding learning opportunities
- *Free refreshments!*