

Camp Sunshine Volunteer Job Description

Volunteer Title: Office Volunteer

Minimum Age: 18

Reports To: Office Manager / Program Director

Can Participate In The Following Programs:

- Office Volunteering
- Special Events (some events may require a minimum age of 21)

Minimum Qualifications:

- High school graduate or equivalent
- Desire and ability to complete administrative tasks
- Ability to be a positive member of a team and to accept supervision and guidance
- Good character, integrity and adaptability
- Possess strength and endurance required to execute the program
- Visual and auditory ability to identify and respond to environmental or other hazards related to office activities

Requirements:

- Interview with Office Manager
- Complete annual application and confidentiality statement
- Pass annual background check
- Provide one reference
- Attend mandatory volunteer orientation

Duties:

- Commit to volunteering on a consistent weekly or monthly basis, to be established by the volunteer and the Office Manager
- Assist during regular business hours, unless otherwise arranged, at the Camp Sunshine administrative office
- Help with administrative duties including, but not limited to, filing, mailings, shredding, organizing, etc.
- Work with program directors or other staff to meet the needs of the campers and their families
- Encouraging respect for personal property, equipment and facilities
- Committing to and upholding all organization rules
- Enforce appropriate safety regulations and emergency procedures