

# Community First New Forest

## VOLUNTEER ROLE DESCRIPTION

**Volunteering Role:** Administration Assistant

**Goal of Volunteering role:** To assist the Volunteer Centre Co-ordinator in the day to day running of the office

**Place of Volunteering Activity:** Ringwood Office – and other sites with prior agreement.

**Reporting to:** Volunteer Centre Co-ordinator

### **Volunteering activities to be carried out:**

Organisation of filing system  
Answering telephone enquiries  
Data entry onto database  
Assisting with events  
General office duties  
Contacting volunteers and organisations

This list is only a guide to the primary tasks for this role, from time to time other tasks and duties may be requested.

### **Timeframe**

Estimated Total Hours per week/month: By agreement

### **Personal Qualities :**

Good computer and organisational skills  
Good telephone manner  
Confidentiality

### **Benefits to the Volunteer:**

Updating skills – using Word, Excel and databases  
Working in office environment