
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Administrative Aide
Supervisor: Administrative Assistant
Schedule: Weekdays
Commitment: Two (2) hours per week minimum

Position Summary: The Administrative Aide will help the Administrative Assistant with administration support functions.

Duties:

- Work under the supervision of the Administrative Assistant to complete standard office tasks, including, but not limited to –
 - Answer incoming telephone calls,
 - Sort and distribute incoming mail,
 - Draft correspondences,
 - Copy materials and collate packets of materials,
 - Implement bulk mailings,
 - Maintaining digital and physical (hard copy) files; and
- Complete other tasks as skill sets permit and as agreed upon with the Administrative Assistant or the Executive Director.

Qualifications:

- Good written, verbal and interpersonal communication skills;
- Good computer skills, especially Microsoft Office, like Word and Excel;
- Good attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic environment; and
- Physical ability to lift objects weighing up to fifteen pounds (15 lbs.), and sit up to ninety (90%) of the volunteer period.

Additional Comments:

- Responsibilities are assigned based on the volunteer's interests, knowledge, and skill sets;
- The schedule is determined by the volunteer's availability and the facilities open hours; and
- Appropriate training is provided to the volunteer in order to complete the assigned tasks.

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