
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Administrative Aide
Supervisor: Administrative Coordinator
Schedule: Weekdays
Commitment: 2 -3 hours per week

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

Duties:

- Work under the supervision of the Administrative Coordinator to complete standard office tasks, including, but not limited to:
 - Collate packets of materials for mailings, meetings and programs;
 - Input data for use in Customer Relationship Management (CRM) system and other databases;
 - Maintain digital and physical (hard copy) files; and
- Complete other office tasks as skill sets permit and as agreed upon with the Administrative Coordinator or the Executive Director.

Qualifications:

- Good computer skills and willingness to learn new computer programs used in the non-profit industry
- Careful attention to detail
- Ability to be flexible
- Friendly and cheerful personality
- Sit up to ninety (90%) of the volunteer period
- Punctual with a reliable work ethic

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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