

Volunteer Data Entry Assistant

Supervisor: Outreach & Communications Manager

Basic Functions: As a Data Entry Volunteer, you will be tasked with digital record keeping and organizing. will be provided. It is crucial to our work to keep our digital information up to date. Our goal will be to educate you in our center's processes, so you can make a significant impact on our community.

Requirements:

- 6 Month commitment
- Complete the Darkness to Light Training
- Dedication to behind the scenes/indirect services
- Emotional Awareness
- Able to pass background check

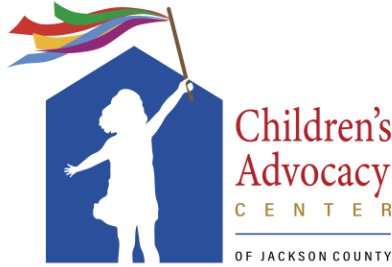
Possible Duties Include:

- Enter cases into NCA-trak
- Update resource lists
- Enter survey results
- Organize data files/email
- Transcription
- Enter Protect Our Children Evaluations
- Enter Grant Record information
- Enter donations into Salesforce
- Other duties as assigned

I understand that there is a 6-month commitment, with a bi-monthly review by the Outreach & Communications Manager. I have reviewed and understand the above functions and conditions of volunteering with the Children's Advocacy Center.

Signature: _____ Date: _____ Printed

Name: _____ (Note: This job description is not an employment contract)



Volunteer Front Desk Assistant

Supervisor: Outreach & Communications Manager

Basic Functions: As a Front Desk Volunteer, you will be tasked with covering the Therapy and Medical front desk. Our goal will be to educate you in our center's processes, so you can make a significant impact on our community.

Requirements:

- 6 Month commitment
- Flexibility to work tasks most needed
- Take the Darkness to Light Training
- Emotional Awareness
- Able to pass background check

Possible Duties Include:

- Answering Phones
- Reminder phone calls
- Checking clients in/out
- Scheduling therapy sessions
- Interaction with and supervise families in waiting area
- Sanitizing toys and the waiting area, as well as organizing the kids' storeroom
- Research local resources available to clients
- Assist with outcome measurement surveys
- Other duties as assigned

I understand that there is a 6-month commitment, with a bi-monthly review by the Outreach & Communications Manager. I have reviewed and understand the above functions and conditions of volunteering with the Children's Advocacy Center.

Signature: _____ Date: _____

Printed Name: _____ (Note: This job description is not an employment contract)