



## General Office Support Volunteer Job Description

<b>Title</b>	General Office Support Volunteer
<b>Reports To</b>	Affiliate Staff - Volunteer Coordinator
<b>Purpose</b>	General Office Support Volunteers will help with various projects in our office to support the work and mission of Komen Dallas County.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Attend Volunteer 101 Training</li><li>• Assist in general office duties when needed</li><li>• Light computer work and administrative assistance</li><li>• Have fun and help save lives</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Availability during Komen Dallas County office hours (Monday – Thursday 8:00-4:30 or Friday 9:00 - 1:00)</li><li>• Works well independently</li><li>• While on the phone, communicates in a courteous and a professional manner</li><li>• Detail-oriented</li><li>• Able to carry materials, a minimum of 20 pounds.</li><li>• Timely and dependable</li><li>• Possess reliable transportation</li><li>• Positive, team-oriented attitude</li><li>• Preferred skills: data entry, Microsoft Office, and conducting internet searches.</li><li>• Belief in the importance of the mission of Susan G. Komen®</li></ul>
<b>Time Commitment</b>	Volunteer at least once per quarter, as opportunities are available

For more information, contact our Volunteer Coordinator Kathy Witkowski at:  
469-619-3907 or [kwitkowski@komen-dallas.org](mailto:kwitkowski@komen-dallas.org)