

The Hemophilia Foundation of Greater Florida
HFGF Office Volunteer
Position Description

Synopsis:

Want to polish your office skills while helping a great organization make a difference in the lives of bleeding disorder patients all across Florida? Office Volunteers for HFGF will answer phones, learn to use the various databases and systems used by HFGF, do data entry and provide a warm welcome to all those who make contact with HFGF.

Job Title:

HFGF Office Volunteer

Supervisor Title:

Administrative Assistant

Objective:

The office volunteer will perform a variety of tasks in an effort to make the HFGF's administration run more smoothly and effectively.

Responsibilities:

Answering phones
Data entry
Maintenance of office space
Filing
Providing exceptional guest service
Project management
Additional tasks as needed

Qualifications:

Register to volunteer through HFGF
Attend volunteer training

Time Commitment:

Minimum of one, 2-hour shift per week between the hours of 9 am and 5pm

Training:

Organizational presentation

Additional Requirements:

Volunteer should also be self-directed, detail oriented and willing to take initiative
Computer proficiency to include internet and Microsoft Office
Exceptional grammar
Pleasant and professional demeanor

Signature and Date _____