

**UMATILLA-MORROW COUNTY HEAD START, INC.**

**POSITION DESCRIPTION**

**VOLUNTEER CLERICAL ASSISTANT**

**Supervisor: Appropriate Program Manager**

**Terms of Employment: Upon  
Availability**

**Job Goal:** To contribute to the overall effectiveness of the Administrative Staff, by assisting the receptionist in office procedures through written correspondence and verbal communication.

**Responsibilities:**

1. For all volunteers
  - a. Be prompt and dependable
  - b. Meet with appropriate manager and clerical person to discuss days events.
  - c. Answer incoming calls, screen appropriately and transfer.
  - d. Perform office related duties:
    - i. Filing and organization
    - ii. Computer input
    - iii. Copy services
    - iv. Mailing
    - v. Typing
  - e. Clerical support as assigned
2. For all volunteers participating in the Volunteer Training Program/Career Ladders.
  - a. See Volunteer Training Program/Career Ladders, Performance skills.

**Training**

1. On the Job Training
2. Volunteer Workshop
3. Parent Meetings
4. For WIC Clerical - "What is WIC" Module

**Qualifications**

1. Understand general office procedures.
2. Communicate effectively with staff.