



Bridgeway
Freedom Through Recovery

VOLUNTEER POSITION

Position Title	Office Support
REPORTS TO (title)	Program Supervisor
DEPARTMENT NAME	

1. PRIMARY PURPOSE

Provides clerical and administrative support.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform data input into computerized database;
- Type general correspondence;
- Answer multi-line telephone and route telephone calls to appropriate source;
- File to existing filing system;
- Distribute and process mail;
- Assist with special administrative projects and assignments;
- Performs other duties as needed.

3. ABILITIES

- Maintain positive relationships with other volunteers, clients, staff or guests,
- Value the philosophy of Recovery (Recovery from mental health conditions or addictions).

4. REQUIREMENTS

- Regularly attend Bridgeway meetings,
- Give advance notice if you cannot attend a meeting or your scheduled volunteer activity,
- Actively participate.

5. SCHEDULE

Based on volunteer availability and agency needs.