



rising for domestic peace

Office Support Volunteer Description

Position Summary:

Volunteer will assist with a variety of duties throughout the day including reception, creating files, making reminder calls to clients, and other tasks as assigned to support survivors accessing services. DAWN will provide all materials needed to be successful.

Duties and Responsibilities:

- Reception duties including answering the door, taking messages, making copies, providing appointment reminder phone calls
- Helping staff organize for presentations and outreach events
- Maintaining a clean and friendly environment
- Other duties as assigned

Time Commitment:

Hours are flexible, preferred times are in afternoons and evenings on weekdays.

Requirements:

- Must complete a volunteer application and interview
- Must pass a background check
- Must complete 20-hours of initial domestic violence advocacy training

Qualifications/Skills:

- Previous experience working in an office is a plus
- Basic computer and other technology skills
- Strong written and verbal communication skills
- Self-motivated and detail oriented
- Committed and reliable

Benefits to the Volunteer:

- Work as part of a team to ensure that office functions run smoothly
- Gain experience in office administration/reception
- Build relationships with DAWN staff and clients

Reports to: Volunteer Coordinator

Domestic Abuse Women's Network

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