



Volunteer Position Description

Position Title: Office/ Clerical help Volunteer

Position Description: CVHC office volunteer assists staff members with day-to-day activities. Volunteers receive the necessary training to know their way around an office. This helps ensure that CVHC customers receive quality service.

We are always on the lookout for people who have some or all of the following skills:

- MS Office- Excel, Word, PowerPoint, Access database
- Great phone etiquette
- General office skills; photocopying, filing, etc.
- Office clerk

Requirements:

- Complete a volunteer application available online at www.cvhc.org, or at our main office.
- Dress code- Volunteers should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Required criminal background check for the safety of program participants.
- Attend a Volunteer Orientation Session.
- Complete a Volunteer Waiver Form; volunteers under the age of 18 years must turn in a Parent Waiver Form.
- Volunteers under the age of 18 are required to get a letter of recommendation from a teacher or staff.
- Bilingual skills (Spanish) helpful, but not required.

Hours: Office hours: Monday- Friday, 8:30 am- 5pm

Reports to: Community Relations Coordinator

Start Date: According to availability of program and/ or volunteer.

To apply: Email application to: melissa.garcia@cvhc.org

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