



Child & Family Services

of Northwestern Michigan

Support in times of crisis, challenge, and life transition



Volunteer Position Description Clerical Office Volunteer

Volunteers are an important link to our community and are integral to our mission and the important work that we do in northern Michigan. We strive to provide meaningful volunteer opportunities by offering a variety of experiences that can make a positive contribution to our organization and our community.

Goals of Position

To learn about what we do and become CFS ambassadors by supporting staff with clerical office tasks.

Key Responsibilities

- Assisting with mailing
- Reconciliation
- General clerical tasks
- Data entry

Location

CFS Office: 3785 Veterans Drive | TC, MI | 49684

Skills and Qualifications

- Comfortable working with computers and other office equipment, if applicable to the task
- Comfortable working and communicating with others in a professional office setting
- Must maintain confidentiality of sensitive information
- Pleasant demeanor and positive attitude

Training and screening

- Completes Volunteer Interest Form
- Agrees to and signs to the CFS Confidentiality Agreement
- All other training is on an as needed basis as it applies to the task

Time Commitment

Case by base determined by the volunteer and Volunteer Coordinator and scheduled in advance

Supervision

Volunteer Coordinator, Kendra Luta

kluta@cfs3l.org | 231.946.8975 x 1038

Our mission is to support the safety and well-being of children, youth, adults and families during times of crisis, challenge or life transition.