



Service Title: Clerical Aid
Department: Membership
Branch: Wilson
Reports to: Business Office Director

Service Summary: The VOLUNTEER is responsible for assisting the Metro offices with filing, data entry, and other miscellaneous projects and maintain positive relationships with staff and members.

Service Requirements:

- Interpret, communicate and promote The Family Y mission, goals and objectives to employees, volunteers, members and the community at large.
- Follow Standard Operating Procedures
- Assist with implementation of daily activities such as filing, data entry, organizing, and other miscellaneous projects.
- Operate copiers and manage multiple tasks.
- Performs all other duties as assigned.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.