

**HEALTH & SAFETY SERVICES OFFICE VOLUNTEER  
Greater Toledo Area Chapter**

<b>Location</b>	<b>American Red Cross</b>
<b>Position Title</b>	Health & Safety Services Office Volunteer
<b>Purpose</b>	Assist Red Cross in delivering mission by providing clerical skills in assigned department
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Assist in office administration in Red Cross Health &amp; Safety department</li> <li>• Answer telephones and take messages</li> <li>• Make customer service phone calls</li> <li>• Light typing, data entry, work filing</li> <li>• Assist in preparation of mailings, course materials packaging</li> <li>• Communicate with clients, volunteers, and staff</li> </ul>
<b>Relationships</b>	Health & Safety Services staff and volunteers
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Self motivated, ability to follow instructions &amp; complete a project</li> <li>• Typing, filing (personal computer skills and Microsoft Word and Excel helpful)</li> <li>• Willingness to learn new skills</li> <li>• Good communication skills</li> <li>• Ability to work with employees and volunteers</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• On-the-Job training in specific department</li> </ul>
<b>Appointed by</b>	Health and Safety Operations Coordinator
<b>Reports to or Partners with</b>	Health and Safety staff
<b>Length of Appointment</b>	4 months or longer. Once trained may remain active as long as required training is updated.
<b>Time Commitment</b>	1-2 days a week, 4 hour shift, preferably.
<b>Support Provided</b>	Health and Safety staff Chair of Volunteers
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Opportunity to learn administrative skills.</li> <li>• Opportunity to support Red Cross services in Health &amp; Safety Services.</li> <li>• Work with dedicated employees and volunteers to deliver Red Cross services.</li> <li>• Opportunity to obtain American Red Cross training.</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

\_\_\_\_\_  
Date

Revised date 4/24/09