

Office Volunteer

We're so glad you're interested in volunteering at our Columbia or Greenville office! Volunteers will perform a variety of tasks depending on the current support needs in the office. These duties could include administrative tasks or other tasks as assigned by the Volunteer Coordinator based on the volunteer's interests and skillset.

This position is a vital one, as it helps to extend the resources at Able South Carolina to better assist and meet the needs of our staff and consumers.

Optional Duties and Responsibilities

- Answering phones/Assisting with phone calls
- Data entry
- Filing
- Other duties such as delivering assistive technology, or specifically around coordination of special events, or as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative
- Respect and maintain confidentiality of Able SC staff, consumers, volunteers, partners, and donors
- Computer skills are desired, but not necessary

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone Call Tutorial
 - Database Tutorial
 - Filing System

Training and supervision conducted by designated staff member.