

# 20<sup>th</sup> FSS CHILD DEVELOPMENT CENTER VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Child Development Administrative Assistant  
**ORGANIZATION:** Child Development Center  
**CONTACT PERSON:** Yulanda Richardson  
**PHONE** 895-2247  
**WORK LOCATION:** Building # 2449  
**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** Monday – Friday  
**START DATE:** ASAP

## **VOLUNTEER DUTIES:**

1. Answer the telephone and taking accurate messages
2. Filing
3. Preparing documents and forms for staging
4. coordinating records
5. Organizing records and documents
6. Shredding and or disposal of un-needed forms
7. Preparing supply lists and inventory lists

## **SPECIAL REQUIREMENTS:**

1. Customer Service Skills
2. Clerical and Office experience
3. Enjoy working with kids
4. Complete a security background check and certify statement of conviction and shot record
5. Telephone skills.

## **ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION**

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

## **TRAINING:**

1. Will train volunteer on office operations
2. One-on-one instruction from Staff members in accordance with Air Force child development center guidelines

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Signature of "Volunteer

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Date

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Signature of Volunteer Supervisor

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Date