**Administrative Volunteer**

Hospitality House believes volunteering is a rewarding experience and is necessary for our success. Our mission is to provide a clean, safe and comfortable environment for men transitioning through homelessness. We are looking for motivated individuals to volunteer their time in support of that mission.

**Position Purpose**

* Assist the Program Manager with administrative/clerical responsibilities.

**Reports To**

* Program Manager

**Duties**

* Carry out administrative duties such as filing, typing, copying, scanning, organizing files, answering, and directing phone calls.
* Handle sensitive and confidential information in a professional manner.
* Assist the Program Manager in coordinating weekly processing and tracking of in-kind donations.
* Prepare thank you letters for monetary and in-kind donations.
* Coordinate/assist with coordination of volunteer scheduling and programs, including aluminum can collection.
* Maintain weekly drivers schedule for guest appointments and other needs.
* Other duties as needed.

**Qualities**

* A team player who is honest, non-judgmental, and non-intrusive
* Effectively relate with those who have substance abuse or mental health issues
* Ability to relate to different ages and ethnic backgrounds.
* Good interpersonal and communication skills
* Ability to effectively analyze situations quickly and apply sound judgment
* Ability to work and build rapport with other
* Proficient with Microsoft Office products.

**Schedule**

* Three (3) hour shifts once or twice a week or more depending on availability; days and times are flexible.

For more information and/or an application call Hospitality House at

507-444-4042 or visit our website www.hospitalityhouseofowatonna.org

***We envision a community where everyone has a safe place to live.***

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