



**GREENE COUNTY FAMILY AND CHILDREN FIRST
FAMILY VISITATION CENTER
XENIA, OHIO
VOLUNTEER POSITION DESCRIPTION**

Position Title: Clerical Support Volunteer
Reports To: Family Visitation Center Coordinator
Job Location: 143 E. Market Street, Xenia, Ohio
Volunteers Hours Varies, Flexible times

Position Purpose:

To assist with clerical duties such as copying, filing or organizing to support the supervised visitation and safe exchange program.

Specific Duties and Responsibilities:

- ▶ Assist with
 - General office duties
 - Filing
 - Copying forms and reports
 - Faxing
 - Reviewing summary sheets
 - Assemble informational packets
 - Mailing preparation

Skills Needed

- ▶ Interpersonal
- ▶ Knowledge of or willingness to learn copy and fax machine
- ▶ Proof reading
- ▶ Organization
- ▶ Ability to work without direct supervision