

ADMINISTRATIVE

VOLUNTEER OPPORTUNITIES

RECEPTIONIST/TELEPHONE:

Answer multi-line telephone system and direct calls to appropriate departments along with greeting visitors to the chapter Monday-Friday during regular chapter hours from 8am-4pm. Work hours are flexible to your time availability.

DATA ENTRY:

Volunteers are needed to help support our Health & Safety and Finance departments with data entry and general office duties such as filing. Flexible work hours.

CHAPTER HISTORIAN:

Volunteers are needed to organize and preserve the chapter's historical documents, pictures and news articles. This volunteer position is for someone who likes a challenge and is well organize. Flexible work hours.

COMMUNITY OUTREACH COORDINATOR (COC):

The COC volunteer handles all requests for Red Cross participation in community outreach programs, such as health fairs, fund-raising events and blood drives. The duties include arranging Red Cross volunteers to be present at events, maintaining a volunteer call list, maintaining and updating chapter brochures and materials, and prepare materials for events as needed. Organizational skills along with telephone and communication skills are helpful.

OTHER VOLUNTEER DUTIES:

A laundry person is needed to wash, dry and fold items used for our nurse aid testing done twice a month.

The Chapter is also looking for those individuals that would like to become part of our Volunteer Call List. Volunteers will be on as need basis for special events, bulk mailings, health fairs, fund-raiser and other chapter functions.