

Volunteer – Administrative Assistant

OUR MISSION:

To support families and serve children and adults living with intellectual disabilities by:

- Provide quality programs and services that support the development, independence, and empowerment of adults, children, and families.
- Working in partnership with adults, children, families, Society members, and members of the community
- Advocating for and developing a full range of community-based services to meet the unique needs of each person and family.

Duties and Responsibilities:

- 4 hours per week
- Scan membership forms and upload to (ShareVision, Smart Rec)
- Print and maintain supply of membership forms, program overviews, and calendars at the front desk.
- Help with signage and writing out whiteboard/ print monthly newsletter / upcoming events.
- Help with filing.
- Reconcile payments using Smart Rec (especially during program times)
- Welcoming and assisting current members as well as individuals inquiring about Summit Programs

Qualifications:

- Must be 19 years or older.
- Previous Administrative experience
- Able to use Microsoft Office Suite
- Ability to communicate effectively with all stakeholders.

Benefits:

- Certificate of completion
- Reference letter
- Valuable experience
- Working with an amazing IDS team

You must be trustworthy, reliable, professional, eager to learn, and a self-starter with a good work ethic. All applications are for **VOLUNTEER Positions ONLY!** Please send resumes if you have one and a short letter explaining why you want to volunteer with us at careers@idsbc.org