



COUNCIL ON AGING
SERVICES FOR SENIORS

JOB DESCRIPTION
OFFICE SUPPORT

ACCOUNTABILITY: Reports to the Departmental Supervisor

GENERAL RESPONSIBILITIES & QUALIFICATIONS:

- **Cash Receivables:** Candidates will count and post cash receivables for the Meals on Wheels Program. Will assist at the Santa Rosa office up to twice a week, 3-4 hours per day. Candidates should be experienced with financial management.
- **Data Entry:** Volunteers must be familiar with Excel and Word.
- **Filing:** Candidates should be experienced with office protocol.
- **Mailings:** Volunteers will help sort and address bulk mailings for special events including: Derby Day, the Holiday Appeal and the Wheels for Meals Motorcycle Run.
- **Receptionist:** Candidates should be experienced with greeting the public and phone systems of 8 lines or more.

For further information, contact Michele Leonard, Volunteer Coordinator
525-0143, x 147

(Rev. 8/11/2009)