

**UNITY HOUSE OF CAYUGA COUNTY, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Clerical Support – Volunteer  
**REPORTS TO:** Director (HR, QA, or Marketing/Development)  
**DATE:** December 6, 2013

QUALIFICATIONS

High School Diploma or GED. One year of work experience clerical or administrative support with demonstrated proficiency in Microsoft Word and Excel desired. Excellent organizational, interpersonal and verbal/written communication skills. Ability to maintain strict confidentiality regarding staff/consumer issues. Demonstrates the ability to relate to and accept individuals with disabilities. Physical demands vary pending placement. May include standing for 1 to 2 hours and climb stairs/ladders and lift items over 25lbs throughout the shift.

GENERAL SUMMARY

This position reports to the supervising support department Director. This position is responsible for providing general administrative support as directed. Clerical Support positions may participate in one or more activities depending on the specific department and project needs at the time. Hours/shifts are flexible pending project needs.

ACTIVITIES

1. **General Duties:** Support with faxing, copying, filing and other tasks as assigned.
2. **Archive management:** Support with maintenance of the Agency Archives. This would require filing, sorting, alphabetizing, attention to detail, etc.
3. **Authenticating Documents:** Support with cross referencing signatures and schedules on various documents to verify authenticity. This would include accessing various software systems to access data and being able to exchange information via email attachments, etc.
4. **Survey Mailings:** Support with mailing for fund raising, public relations, survey distribution for clients, etc. This may require mail merging letters to various mailing lists or assisting with written communications as directed.
5. **Targeted Audits:** Support with internal audits throughout the agency to aid in quality assurance and regulatory compliance. This may include reviewing of documents, data entry of findings, etc.
6. **Data Entry** – Support with various data input projects depending on department needs. This may include entering training records, tracking reports or updating data bases pending various needs of support departments.
7. Reports to shift on time and maintains regular attendance in accordance with Agency policies and practices (see Attendance/Absenteeism/Punctuality Personnel Policy – No. 500.501).
8. Performs other comparable and related duties as assigned.

This job description is not intended to be all-inclusive and volunteers will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Unity House of Cayuga County, Inc. reserves the right to revise and change job duties and responsibilities as need arises. This job description does not constitute a written or implied contract of employment.

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Print Name

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Signature

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Date