



**FRIENDS**  
of the **FAMILY**  
Everyone Has A Home

# Administrative Volunteer

*Location: Waterloo or Waverly Office*

**Reports to:** Office Manager

**Dates/ Hours Anticipated:** During Business Hours (M-F, 8am to 4pm)

**Summary:** Administrative volunteers will support FOF's administrative team with general office duties and supporting the agency in providing a welcoming environment for visitors to the building.

## **What You Will Do:**

- Assist in staffing our reception area during office hours:
  - o Greet visitors of the building and assist with their questions
  - o Answer admin phone line and provide information to callers
- Assist administration team with any office filling, scanning or printing
- Assist with light office cleaning and maintenance
- Assist with maintaining and/ or organizing donations

## **Qualifications and Competencies:**

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- This position is a part of FOF's Volunteer Accountability Chart and occurs weekly

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line "Administrative Volunteer".**