



**KENDALL COUNTY
WOMEN'S SHELTER**
A Safe Place

ADMIN

VOLUNTEER OFFICE ASSISTANT

Volunteering Location

Administrative Offices

Required Training

Kendall County Women's Shelter Orientation

Preferred Qualifications

Reception or Customer Service Experience; Strong communication Skills; Attention to detail

Role Description

Volunteer Office Assistant will work at the administrative offices helping with light office duties such as answering phones, scanning, data entry, light cleaning, and trash removal. Volunteer Office Assistant will require available hours M-F between the hours of 8am-5pm. (Hours are flexible with in these time blocks)

Position is lightly active, requiring walking and carrying a load of less than 10lbs (trash removal)

