

## **Liberty Hall Historic Site Volunteer Job Descriptions 2010**

### **Administrative Volunteer**

Administrative Volunteers assist the permanent staff with office tasks. Tasks may include: answering phones, typing, data entry, running copies, managing mailings, organizing files, and organizing supplies. Administrative volunteers can work on a regular weekly schedule, or on an as-needed basis. Administrative volunteers report to the Executive Director.

#### *Responsibilities*

- Assist with projects as assigned
- Finish tasks on schedule

#### *Skills*

- Willing to learn operation of multi-line telephone system
- Detail oriented
- Able to adapt to changing tasks and duties
- Organized
- Computer literate (if assigned computer tasks)
- Easily legible handwriting
- Comfortable working alone

#### *Requirements*

- At least 16 years old
- A six month commitment