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| Title | Office Support | Status | Volunteer Position |
| Supervisor | Volunteer Field Supervisors | Date Implemented | |
| Locations | Various office locations in western Kansas and south-central Kansas, including Newton | Date Evaluated | |

Summary

To assist Youthville staff with answering phones, assisting in filing, shredding documents, mailings, etc.

Level of Client Interaction

Low – No direct interaction; but may have incidental contact.

Essential Functions

100% Office Assistance

- Work with support staff for the successful completion of various office projects.
- Learn and use office phone system.
- Complete projects as assigned.

Knowledge, Skills, Abilities

Self Management

- Be mature and responsible.
- Must respect confidentiality.
- Take initiative to meet training requirements.
- Meet scheduling commitments.
- Be capable to follow directions and read necessary instruction with limited supervision.
- Basic understanding of office procedures will be helpful.
- Courteous phone manners.
- Must agree with the Youthville confidentiality requirements, drug-free requirements, and child abuse requirements.
- Able to support the mission, philosophies, goals, and objectives of Youthville.

Achieving Results

- Understand and operate within policy, rules, and regulations.
- Anticipates and prevents problems.
- Complete projects as assigned.

Interpersonal Skills

- Provides assistance, cooperation, and support to others.
- Have a cooperative teamwork attitude with others.

Communication

- Ensures that others involved in a project or effort are kept well informed.
- Keeps supervisor informed about progress and problems.

Physical Requirements

Office setting, possible computer work.

Commitment

A six-month minimum is preferred.

Hours and location arranged individually.