



## OFFICE SUPPORT VOLUNTEER POSITION DESCRIPTION

<b>POSITION TITLE</b>	Office Support
<b>PURPOSE</b>	To support and assist with office and administration work at the Breakaway office
<b>LOCATION</b>	<ul style="list-style-type: none"> <li>Breakaway Office (6A Taunton Ave, Preston)</li> </ul>
<b>DAYS REQUIRED</b>	<ul style="list-style-type: none"> <li>Hours negotiable and as needed, Monday thru Friday</li> </ul>
<b>REPORTS TO</b>	<ul style="list-style-type: none"> <li>Paul Coleman (Breakaway Executive Director)</li> </ul>
<b>ROLE &amp; PURPOSE</b>	<ul style="list-style-type: none"> <li>Support and enhance the administration processes of the organization</li> <li>Support office staff in their roles and the overall running of the office</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Varied role from clean to photocopying</li> <li>Every day admin</li> <li>Write and prepare documents</li> <li>Be able to work as part of a team and be team orientated</li> <li>Able to follow directions</li> <li>Capable of handling confidentiality issues</li> </ul>
<b>SKILLS, EXPERIENCE &amp; ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>No skills or experience required</li> <li>On job training provided</li> <li>Strong preference to be living Christ-like</li> </ul>
<b>BENEFITS FOR VOLUNTEER</b>	<ul style="list-style-type: none"> <li>Opportunity to give back to the community and join in with others and work as a team</li> <li>To be active and hands on and expand your skills and experience</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Application (including references) and a successful interview with staff</li> <li>Induction and Orientation</li> <li>Current Police Check</li> </ul>
<b>VOLUNTEER SIGNATURE</b>	
<b>STAFF SIGNATURE</b>	
<b>DATE</b>	