

Hiawatha Homes

Administrative Volunteer

Mission

To provide quality support services to people with disabilities at home and in the community.

Purpose: The Administration Volunteer at Hiawatha Homes will assist the Foundation staff with administrative related duties.

Location: Hiawatha Homes Foundation Administrative Office
1820 Valkyrie Dr. NW Rochester, MN 55901

Report to: Hiawatha Homes Foundation – Development Associate

Duration: At least one 3 hour shift weekly for 6 months. Volunteers are allowed flexibility in scheduling shifts.

Duties:

- Answering phones
- Data entry
- Filing
- Sorting donations
- Keeping shared office area organized and functional
- Assist with coordination of other volunteers
- Other tasks as assigned

Requirements:

- Must complete a volunteer application and background check before volunteering.
- Willingness to work within guidelines, policies, standards, and mission statement of Hiawatha Homes.
- Must sign a confidentiality statement.
- Ability to work in a team environment and accept guidance and direction from staff members.
- Must have reliable transportation.

