



Administrative Support Volunteer

The Administrative Volunteer will provide positive and compassionate support to the Public Affairs and Philanthropy department, as well as the Volunteer Program, by engaging in administrative activities to help support the PACE Southeast Michigan mission. This volunteer will perform administrative tasks while supporting the front desk

Location: Corporate Office

SPECIAL SKILLS & ABILITIES

- Comfortable engaging with the older adult population
- Ability to maintain professional interactions with participants, community members, and staff
- Dependable, punctual, self-motivated, and compassionate
- Ability to comprehend, follow, and retain both written and verbal directions
- Excellent organizational skills
- Willingness to accept additional responsibility
- Use discretion, sound judgement, and maintain confidentiality

REQUIREMENTS

- Recent tuberculosis test
- Reliable transportation
- Able to sit, stand, and bend for a period of 4 hours
- Ability to lift to 25 pounds

TIME COMMITMENT

- We encourage volunteer to donate a minimum of one 4-hour shift per week
- We encourage volunteers to donate a minimum one-year commitment