



Administrative Volunteer Position Description

Volunteering with VPAS in one of our office locations is a good way to lend a hand helping us to get big jobs done. Many hands make light work!

Volunteer Opportunity Description	VPAS often has administrative/clerical tasks that could be done faster and more efficiently with the assistance of a volunteer.
What will I be responsible for?	Help VPAS prepare mailings, sort and tally surveys, assemble information packets, and enter data into various software programs.
What is my time commitment?	These volunteer opportunities are usually infrequent and short in duration, but none the less, very important. Time commitments would be anywhere between 1-5 hours depending on the task.
What skills or abilities do I need?	A good working knowledge of Microsoft Word and Excel are helpful for our data entry needs. You should have reasonable dexterity to properly fold letters and position mail labels, or possibly hand address envelopes.
What will VPAS require of me before I begin to volunteer?	You will need to complete the following forms prior to your volunteer training session: <ul style="list-style-type: none"> • Volunteer Application • Confidentiality Agreement • Photo Release Form
What training is required?	We will provide an orientation to the mission vision of VPAS and the programs offered in the community. While we can not train our volunteers on the use of Microsoft Word and Excel, we would be able to train you on other VPAS program specific software as needed.

Do you have additional questions about the volunteer position or the application process and the documents you have received?

Please reach out to Pam Bennett, Administrative Services Coordinator at 540-949-7141 or pam@vpas.info for further assistance.

Additional information about VPAS can be found at www.vpas.info