# Description

Volunteer Center staff is responsible for assisting in the operations of the Hammond Campus Center Volunteer Center.

# Supervision

## Received

Works under the direct supervision of the professional staff and the Volunteer Center Manager.

## Exercised

None.

# Duties

* Assist with coverage of the Volunteer Center office, including answering phones and providing friendly customer service to students and visitors.
* Assist with filing, copying, faxing, publicity, memos, and other clerical duties.
* Assist in assessing the Fitchburg and FSU community in an effort to determine the volunteer efforts that would most benefit both communities.
* Brainstorm, plan, promote, and implement events pertaining to the integration of the FSU community and the Fitchburg community (i.e. blood drives, coat drives, etc).
* Work in collaboration with the Office of Student Development to implement community service programs.
* Create and distribute outreach materials (flyers, etc) to encourage student involvement in community service programming.
* Keep the Volunteer Center office clean and organized to maintain a professional and friendly appearance.
* Attend staff meetings and trainings as scheduled by the Volunteer Center Manager and the Hammond Campus Center.

# Qualifications

Office experience desired. Knowledge and/or willingness to learn about volunteer opportunities and community service programming. Good computer and typing skills and a friendly attitude. Effective verbal and written communication skills.