



The Urban League of Metropolitan St. Louis, Inc. **Volunteer Position Description**

Position Title: Clerical Aide

Immediate Supervisor: Director, of respective activity to which assigned.

Job Description

This position provides clerical and administrative support for the staff and other volunteers. Some of the responsibilities of the position include data entry, making and answering telephone calls, preparing material for mailings, typing, filing, and sorting documentation. The position requires a pleasant personality, an ability to answer general questions from the public, and knowledge of Microsoft Office products. Training may be provided by the Director to whom the volunteer is assigned.

Available sites include:

- Agency wide

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week. However, this is an ongoing daily need.

Hours of Operation:

- Monday, thru Friday, 8:30 am – 5:00 pm
- Tuesday and Thursday, 8:30 am – 7:00 pm (for Community Outreach Center volunteers)
- Saturdays – 9:00 am – 12:00 pm (for Community Outreach Center volunteers)

This opportunity is available to

- Adolescents
- Adults

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108