



VOLUNTEER JOB DESCRIPTION: Office Support Volunteer

Organization: Volunteers of America of Minnesota
Location: 3333 N 4th Street, Minneapolis, MN 55412
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Position Summary

The Office Support Volunteer plays an important role in supporting program operations by assisting with copying, assembling materials, data collection, filing, and other general office tasks. This role helps ensure the program runs smoothly and efficiently while supporting services for people living with dementia and their caregivers.

Key Activities

- Make copies and prepare printed materials
- Assemble folders and program packets
- Assist with basic data collection
- File forms, sign-in sheets, and other documents
- Support general office and administrative tasks as needed

Benefits of Volunteer Role

- Be part of a compassionate and impactful team
- Increase your knowledge of caregiving and dementia services
- Make a meaningful difference in the lives of people living with dementia and their caregivers
- Meet like-minded individuals and build new connections
- Use your skills and interests to support others
- Participate in volunteer recognition opportunities
- Attend social events to connect with other volunteers and team members

Desired Qualifications

- Empathy and openness to supporting people living with dementia and other disabilities
- Basic computer literacy

- Strong communication skills
- Ability to successfully pass a background check

Time Commitment

- Flexible scheduling based on program needs and volunteer availability

Training/Orientation

- Volunteers of America company overview and mission
- Dementia-focused training
- Office orientation and role-specific training
- Policies and procedures
- Access to additional resources and ongoing support