

American Red Cross
Greater Richmond Chapter
420 East Cary Street
Richmond, VA 23219

VOLUNTEER POSITION DESCRIPTION
Center for Community and Corporate Education (Health and Safety)
Administrative Support Specialist

Location	Downtown Richmond – Second floor
Position Title	Administrative Support Specialist
Purpose	To provide support to the Center for Community and Corporate Education by performing computerized data entry, filing, organizing, and other special projects and similar activities.
Key Responsibilities	<ul style="list-style-type: none">• Willingness to support the American Red Cross Mission• Assist in invoicing third party training activity
Qualifications/ Skills Needed	<ul style="list-style-type: none">• Organizational skills required• Accurate typing and attention to detail• Basic computer skills required
Training	<ul style="list-style-type: none">• Orientation to the American Red Cross• All on the job training
Reports to or Partners with	Manager, CCCE
Length of Appointment	No less than 2 months
Time Commitment	Minimum of 4 hours per week
Development Opportunities	<ul style="list-style-type: none">• Learn back office functions of accounting and health and safety training• Learn new accounting software• Increase data entry capabilities

I understand the responsibilities and qualifications of this volunteer position, and agree to fulfill them to the best of my ability.

PRINT NAME

SIGNATURE

DATE