



The Salvation Army
National Capital & Virginia Division
Volunteer Position Description

Position Title: Clerical Volunteer

Reports To:

Position Description: This volunteer will provide clerical support to The Salvation Army.

Time Commitment:

Responsibilities

Assignments may include but are not limited to:

- Answering phones and taking messages
- Greet guests coming to The Salvation Army
- General clerical work such as filing, making copies, and sending faxes

Qualifications and Skills Required

- Ability to work with others as part of a team
- Enthusiasm for The Salvation Army's mission and the families we serve
- Have strong communication and organizational skills
- Ability to project a professional and positive image of The Salvation Army
- Maintain an accurate time record where required

Application Requirements:

- Complete the volunteer application
- Pass a background check
- Sign the Confidentiality Agreement
- Sign the Waiver and Release of Liability Form

I understand that The Salvation Army is a church and agree that I will do nothing as a volunteer of The Salvation Army to undermine its religious mission. My signature below verifies that I have received this job description and understand all that it entails. My signature also testifies that all my questions pertaining to this position have been addressed and answered satisfactorily.

Signature

Date