

# ADMINISTRATIVE

## VOLUNTEER OPPORTUNITIES

### ADVOCATE FOR THE AGING

The Advocate for the Aging's Office has a need for volunteers to assist the County's Advocate for the Aging in many areas. Volunteer opportunities are as follows.

#### **Event Coordinator**

This volunteer will assist with planning, decorating, greeting attendees, help with set up and breakdown, assist in hosting events.

**Skills Required:** Must have the ability to work independently or in a team setting; Must be well organized and work well under tight time constraints; kind, compassionate and understanding.

**Age Requirements:** 16 or older

**Volunteers Needed:** 2

**Hours Needed:** Sporadic and dependent upon scale of event.

#### **Office Assistant**

This volunteer will assist with the day to day operations of the office. This volunteer will need to be familiar with basic office skills including Microsoft Office products. The volunteer will be responsible for creating mailing, making copies, answering phones, assembling training and information packets and preparing informational packets for upcoming events. Other special projects as needed.

**Skills Required:** Must have the ability to work independently or in a team setting; Microsoft Office and other basic office equipment; be a great listener, kind, compassionate and understanding.

**Age Requirements:** 16 or older

**Volunteers needed:** 2

**Hours Needed:** Sporadic and dependent upon scale of event.

#### **Marketing Assistant**

This volunteer will assist in creating event announcements, creative signage, brochures and handouts. This individual will assist with the creation of the newsletter including content and design.

**Skills Required:** Must be able to work independently and be self-motivated; creative and well organized. Must have knowledge or willing to learn Microsoft Word and Publisher. Strong written and oral communication skills.

**Age Requirements:** 16 or older

**Volunteers needed:** 1

**Hours Needed:** Remote position; 1-2 hours a week

### **Social Media Specialist**

This volunteer will assist in the creation of content and management of the Henrico County-Aging Service Facebook page. This individual will be charged with creating events on the page, sharing relevant content and creating meaningful, educational posts. This individual will also monitor user activity and interactions on the Facebook page.

**Skills Required:** Must be able to work independently and be self-motivated; Knowledge of social media; enthusiastic and creative; strong written and verbal skills.

**Age Requirements:** 16 or older

**Volunteers Needed:** 1

**Hours Needed:** Remote position; 1-2 hours a week.

## **GENERAL DISTRICT COURT**

### **Clerk's Office Assistant**

The General District Court has a need for volunteers to assist office staff with administrative duties. Volunteers will be responsible for basic filing, office work.

**Skills Required:** Must have general office experience.

**Age Requirements:** 18 or older

**Volunteers Needed:** 1

**Hours Needed:** Flexible, as needed and available.

## **HENRICO JUVENILE & DOMESTIC RELATIONS COURTS**

### **Clerk's Office Assistant**

The Juvenile Clerk's Office has a need for volunteers to assist office staff with administrative duties. Volunteers will be responsible for assisting staff with a variety of office and clerical duties such as filing, answering phones and data entry.

**Skills Required:** Must have excellent customer service skills, interpersonal and organizational skills; ability to work in fast-paced, high volume environment; basic computer skills; self-directed; excellent oral and verbal communication. Background check required.

**Age Requirements:** 18 or older

**Volunteers needed:** 2

**Hours Needed:** 10:00a.m. to 2:00p.m., Monday – Friday preferred, but flexible if needed.

# MENTAL HEALTH AND DEVELOPMENTAL SERVICES

## Prevention Services Unit Volunteer

The Department of Mental Health and Developmental Services (Prevention Services) is in need of a volunteer to support staff in the following areas: setting up campaigns on various social media sites; maintaining an updated, aesthetically pleasing website; providing updates, new information and current calendar events. The volunteer will also be responsible for incorporating user-friendly verbiage and data on social media sites, particularly appealing to teens and young adults; migrating information to existing websites and social media platforms (e.g. Facebook, Instagram, etc.); interpreting analytic reports related to outcomes (i.e., website visitor tracking information).

**Skills Required:** Must have the capability of working independently and responds positively to supervision.

**Age Requirements:** 17 or older

**Volunteers Needed:** 1

**Hours Needed:** Volunteers are needed on weekdays between the hours of 9:00a.m. to 5:00p.m.