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OFFICE SUPPORT VOLUNTEER JOB DESCRIPTION

JOB TITLE

Office Support

MAJOR OBJECTIVE

The Office Support Volunteer position is responsible for clerical duties such as answering phones, taking messages, checking voicemail, and bulk mail projects.

BENEFITS

Meet and get to know the Fresno Philharmonic staff and other friendly and welcoming volunteers. See and experience what it takes to make the symphony run when our orchestra is not on the stage.

GENERAL RESPONSIBILITIES (MAY INCLUDE ONE OR MORE OF THE FOLLOWING)

- Mail Projects: Stuffing, folding, labeling
- Filing, Collating

HELPFUL QUALIFICATIONS

- Pleasant and helpful demeanor
- Ability to meet deadlines required by staff
- Reliable transportation

TIME AND PLACE

Projects for the Office Support position arise as needed. Interested Office Support applicants will receive emails throughout the season with various opportunities. At those times, applicants may sign up for projects as it works best with their schedule.

TRAINING

This position works under the general supervision of Mary-Frances Semsem, Marketing & Volunteer Director. A 5 to 15 minute training will be included at the beginning of each shift.



OFFICE REPRESENTATIVE VOLUNTEER JOB APPLICATION

CONTACT INFORMATION

FIRST NAME

LAST NAME

MAILING ADDRESS

PHONE

EMAIL

EMERGENCY CONTACT

EMERGENCY CONTACT PHONE #1

EMERGENCY CONTACT PHONE #2

EDUCATION

HIGH SCHOOL ATTENDED

DID YOU GRADUATE?

COLLEGE ATTENDED

DEGREE & GRADUATION YEAR

COLLEGE ATTENDED

DEGREE & GRADUATION YEAR

CAN YOU READ MUSIC?

I HAVE A VALID CA DRIVER'S LICENSE.

Please tell us why you want to volunteer & what you hope to gain from the Fresno Philharmonic.

PAST EMPLOYMENT

COMPANY

DURATION

JOB TITLE AND SUMMARY

SUPERVISOR NAME/TITLE

SUPERVISOR EMAIL

COMPANY

DURATION

JOB TITLE AND SUMMARY

SUPERVISOR NAME/TITLE

SUPERVISOR EMAIL

VOLUNTEER EXPERIENCE

LOCATION

DURATION

SUPERVISOR

SUPERVISOR PHONE

SUPERVISOR EMAIL

LOCATION

DURATION

SUPERVISOR

SUPERVISOR PHONE

SUPERVISOR EMAIL

FOR OFFICE USE ONLY

DATE RECEIVED:

DATE ENTERED:

REFERENCE CHECKED:

FEEDBACK:

ABOUT YOU

FAVORITE COOKIE

BIRTHDAY (MONTH AND DAY)

HOBBIES

BEST LOCAL HANGOUT

FAVORITE BOOK

FAVORITE MOVIE

LANGUAGES SPOKEN

MICROSOFT OFFICE PROFICIENCY

TYPING WORDS PER MINUTE

SPECIALTIES, SKILLS AND INTERESTS

AVAILABILITY

<i>Example</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>10 – 2p</i>					

I certify that my answers are true and complete to the best of my knowledge. If this applications leads to my being accepted as a volunteer for the Fresno Philharmonic, I understand that false or misleading information in my application or subsequent interviews may result in my release.

Signature: _____ Date: _____

Submit application to MaryFrances Semsem Marketing & Volunteer Director, by mail: 2377 West Shaw Avenue Suite 101 Fresno, CA 93711, email: msemsem@fresnophil.org, or by fax: 559-261-0700.