

# Office Volunteer

**Volunteer Title: Volunteer Office Assistant**

**Organization: Isabel's House – Crisis Nursery of the Ozarks**

**Location: Westward Alliance, 620 West Republic Road Springfield, MO 65807, Suite 106**

## **Position Overview:**

Isabel's House is seeking organized and motivated individuals to join our team as Volunteer Office Assistants. In this role, you will provide crucial administrative support to ensure the smooth operation of our office. This is an excellent opportunity for volunteers who are detail-oriented, have strong communication skills, and want to contribute to a meaningful cause by supporting our mission to help children and families in crisis.

- **Regular shifts or on-call help are both available.**

## **Key Responsibilities:**

- Assist with general office tasks, including answering phones, greeting visitors, and responding to inquiries.
- Manage and organize files, records, and documents, both physical and digital.
- Support the staff with data entry, copying, scanning, and filing.
- Help maintain an orderly and welcoming office environment.
- Assist with preparing materials for meetings, events, and outreach activities.
- Coordinate and manage the scheduling of appointments and meetings.
- Assist with the preparation and mailing of newsletters, invitations, and other correspondence.
- Provide support for special projects and events as needed.

## **Time Commitment:**

- A minimum of 4 hours per week is preferred. Flexible scheduling is available to accommodate volunteer availability.

## **Benefits:**

- Gain valuable experience in an office environment.
- Contribute to the mission of preventing child abuse and neglect in Southwest Missouri.
- Be part of a supportive and caring community at Isabel's House.
- Receive training and support from experienced staff members.

## **How to Apply:**

- Interested individuals should complete the volunteer application form on our website or contact Zion Riffe-Stevens at 417-838-2353 or [Zions@isabelshouse.org](mailto:Zions@isabelshouse.org) for more information.