



Office Volunteer

Agency: Prescott Area Shelter Services

Job Title: PASS Office Volunteer

Responsible To: Director of Programs

Time: 9am-12pm (Monday-Friday)

Location of Volunteer Work: 336 N. Rush St, Prescott, AZ

Age Requirement: 18+

POSITION DESCRIPTION: This volunteer is present in the front office between 9am-12pm. Duties include answering phones, accepting donations, and completing clerical tasks such as Thank-You letters. An office volunteer may receive information from visitors or callers and must relay that information to staff through written or verbal messages.

Desired Qualifications

- Excellent communication skills
- Awareness of issues surrounding homelessness
- Familiarity with local social service resources
- Basic computer and phone knowledge

Training provided: Minimal on-going training is required

Number of Volunteers Needed: 1 each morning (Monday-Friday)

Get started by contacting the Director of Programs at 928-778-5933 or email k.norris@prescottshelters.org