



— Your community partner for responsive, effective and affordable behavioral health care —

Contact Information:

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www.zumbromhc.org

Office Assistant Volunteer

Description: Community mental health center has two office assistant volunteer opportunities available. If you like detail work that impacts our ability to serve consumers of mental health services, then these opportunities are for you.

One assistant needed to help Accounts Payable department once every two weeks for four to eight hours, one or two days per week. Volunteer will create file folders for vendor invoices, and file invoices and other documentation.

An office assistant is also needed to assist Accounts Receivable department. Volunteer will be responsible to create client files and to file financial agreements for service. A flexible schedule is possible for this opportunity allowing you to set a schedule that works with your lifestyle. Work any number of days between the hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.

Requirements: AGE OF VOLUNTEER: 18 or older. Volunteers should be high school graduates, with the ability to read and write at a high school level or above. COMMITMENT: One to two hours every other week. DAY OF THE WEEK: flexible. TIME OF DAY: Between 7:30 a.m. - 4:30 p.m. ADDITIONAL REQUIREMENT(S): Training will be provided but good computer and keyboarding skills are preferred.

Type: Ongoing Opportunity

Web site: www.zumbromhc.org

Minimum age of volunteer: 18

Commitment: One to Two Hours

Day of Week: Flexible

Time of Day: 7:30 a.m. to 4:30 p.m.