

Arts Council of Greater Kalamazoo Office Volunteer Job Description

Volunteer Reports to: Office Coordinator and Executive Director

Summary: The Office Volunteer will perform a variety of tasks depending on project deadlines in the ACGK office. This will include answering phones, greeting guests, and other administrative tasks as assigned by the Office Coordinator and Executive Director. This position helps to extend the resources in the Arts Council of Greater Kalamazoo to better assist and direct the needs of our patrons.

Essential Duties and Responsibilities

- Answering phones and greeting guests
- Filing
- Maintenance of office space
- Other duties as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality
- Computer skills

Time Commitment

- During staff meetings (12 pm – 3 pm on Mondays)
- Fridays from 10am-3pm

Benefits

- Knowledge that you are working as a team to ensure that office functions run smoothly
- Work experience
- Free parking