



NON-PROFIT HOMELESS SHELTER AND CASE MANAGEMENT SERVICES

Administrative Support

Volunteer Position Description

Position Title: Volunteer Administrative Assistant

Position Overview: This person helps with administrative tasks, such as writing out thank-you notes to donors and other volunteers. This position is flexible in terms of hours, and it can be accomplished offsite if desired.

Responsibilities Include:

- Completing various administrative tasks, such as writing thank-you notes, stuffing envelopes, etc.
- Meeting given deadlines

Qualifications:

- Good handwriting
- Availability to complete assigned tasks
- Reliability

Benefits:

- Feel good about helping a great cause
- Meet new people, make new connections
- Have a voice in how we serve our homeless neighbors
- Build your resume and gain volunteer service experience

To apply:

- Visit www.cuathome.us and click on the VOLUNTEER button
- OR
- Email Volunteer Coordinator Cheryl Lehman at cheryl@cuathome.us
- OR
- Call C-U at Home at (217) 819-4569 and ask to speak to Cheryl

C-U at Home
70 E. Washington Street, Champaign 61820
217-819-4569
www.cuathome.us