

Brookside Gardens



VOLUNTEER JOB DESCRIPTION

OFFICE ASSISTANT

LOCATION: Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

NEED: Volunteer to work in Brookside Gardens' administrative or rental office. Time commitment is usually one 3-hour shift per week any time between 9:00a.m. and 5:00p.m.

JOB DESCRIPTION: Volunteer must be able to provide professional assistance to staff members of Brookside Gardens. This job is best suited to individuals who prefer an office atmosphere, have good organizational skills, and a willingness to provide satisfactory customer service.

DUTIES AND RESPONSIBILITIES:

- * Answer public phone calls
- * File, light data entry, and type
- * Use the computer for research and data input

QUALIFICATIONS AND REQUIREMENTS:

- * Good customer service skills
- * Personable phone manner
- * Reliable and organized work habits
- * Previous experience in office environment desirable
- * Appreciation of Brookside Gardens and its community
- * Minimum age of 21 years
- * Able to work during business hours

TRAINING: Training will be provided.

COMMENTS: For more information, call 301-962-1429, or email MCP-GardenVolunteer@mncppc-mc.org.

Updated 11/07