



VOLUNTEER POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	Data Entry- Volunteer
Functional Area	Client Committee
Reports to	Client Relations Director
Salary	Volunteer Position
Employment Status	Active

2. POSITION OBJECTIVE

The Data Entry Volunteer:

1. Operates keyboard or other data entry device to enter data into a computer or onto magnetic tape or disk for subsequent entry: Enters alphabetic, numeric, or symbolic data from source documents into computer, using data entry devices, such as a keyboard or optical scanner, and following format displayed onscreen.
2. Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
3. Deletes incorrectly entered data and re-enters correct data.
4. May compile, sort, and verify the accuracy of data to be entered.
5. May keep a record of work completed.

3. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications – Desirable: Knowledgeable of Microsoft Office.

4. TIME REQUIRED

This position is a volunteer position with Flourishing Families. At least 3 volunteers will be needed. Weekly the data entry volunteer would meet one time to meet with clients and the volunteer for eligibility intake.