



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME ADMINISTRATIVE VOLUNTEER POSITION DESCRIPTION

Title: Administrative Volunteer

Accountable To: Administrative Volunteer Coordinator

Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

The Administrative Volunteer Team works behind the scenes to assure the success of the Mary's Home program. Their responsibilities may vary depending on volunteer availability and fit, but generally include detail-oriented tasks such as accounting, document management, Mary's Home Academy administration, binder creation, or email management. Administrative Volunteers need to excel in administrative tasks, be proficient with computers, and provide excellent follow through with attention to detail.

Responsibilities May Include

- Work alongside and support the Administrative Volunteer Coordinator to carry out administrative tasks
- Create and monitor google forms
- Scan and file papers when needed
- Manage Space Reservation System
- Assist in managing Google calendars
- May be involved in Accounting, Inventory Management, and keeping track of Mary's Home Academy attendance
- Carry out all tasks with love and care towards volunteers, staff, and residents
- Follow through with any given tasks, and communicate early on when communicating said tasks will not be doable
- Communicate any questions or concerns you may have to the Administrative Volunteer Coordinator

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth; in agreement with the Nicene Creed
- Need to be detail-oriented and highly accurate
- Enjoy administrative work
- Need to have some flexibility during business hours. Working remotely on some projects is a possibility.
- Willing to work behind the scenes to accomplish the mission



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- Need to be proficient on computers and able to learn new simple software systems
- Have a desire to serve and love the residents and staff
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.

Time Commitment

Minimum of 4 hours every other week

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X