



Administrative Support Volunteer

Role Overview

Administrative Support Volunteers assist ABC Women's Center with essential behind-the-scenes tasks that help our staff and programs run smoothly. This role supports day-to-day operations through organization, data support, and project assistance, allowing clinical and program staff to focus on direct client care.

This position is **non-clinical**, **non-financial**, and **support-focused**, making it an excellent option for volunteers who want to serve in a meaningful but behind-the-scenes capacity.

What Administrative Support Volunteers Do

Administrative Support Volunteers may assist with:

- Organizing and maintaining general office records
- Filing and preparing documents (paper and digital)
- Assisting with data entry for approved databases or spreadsheets
- Helping prepare mailings, packets, or printed materials
- Supporting staff with scheduling assistance or calendar coordination (as assigned)
- Assisting with donor or church mailing lists under staff supervision
- Helping with special projects as assigned by the Executive Director or designee

What This Role Does *Not* Include

To ensure appropriate boundaries and confidentiality, Administrative Support Volunteers **do not**:

- Handle or record financial donations
- Access accounting software or financial records
- Provide peer counseling or client advocacy
- Access sensitive medical or client counseling records
- Open or close secured departments independently
- Supervise other volunteers or staff

(All volunteer tasks are assigned and overseen by staff.)

Time Commitment

- Flexible scheduling based on volunteer availability and center needs
- Projects may be one-time, seasonal, or ongoing
- Time commitment will be discussed prior to placement

Training & Requirements

Administrative Support Volunteers are required to:

- Complete ABC Women's Center's volunteer application and screening process
- Participate in orientation and role-specific training
- Uphold ABC's policies, procedures, and confidentiality standards
- Agree with ABC's mission, Statement of Faith, and CareNet Commitment of Care
- Demonstrate professionalism, reliability, and attention to detail

Who This Role Is Best Suited For

This role is ideal for individuals who:

- Enjoy organization, details, and task-based work
- Prefer behind-the-scenes service over direct client interaction
- Want to support life-affirming work in a practical way
- Have basic computer and organizational skills
- Desire flexible volunteer opportunities

Dress Code

Business casual (when serving on-site)

Next Steps

If you are interested in serving as an Administrative Support Volunteer or would like more information:

✉ Contact us at anna@abcwomenscenter.org | ☎ 860 - 344 - 9292