

**SAVE, INC. VOLUNTEER SERVICE OPPORTUNITIES**

*Through comprehensive housing solutions, SAVE, Inc. empowers those living with or at risk for HIV/AIDS to lead healthy, stable lives with personal dignity*

The **General Administrative Assistant** position is the perfect volunteer opportunity for a friendly, outgoing personality who is interested in welcoming all visitors into the agency and assisting our staff with day-to-day operations.

- Position:** General Administrative Assistant  
**Supervisor:** Director of Client Services  
**Time:** 2-3 hours per week during business hours (8:30-4:30pm)  
**Commitment:** 4 weeks out of the year required, longer commitment is encouraged!  
**Place:** SAVE, Inc. main office building (known as Mitchell House) located in Midtown Kansas City.  
**Training:** On-the-job, no additional training required.

**Specific Duties:**

- Greet and offer assistance to all visitors into the agency, including SAVE, Inc. residents, potential residents, other partner agency personnel, SAVE advocates, and/or walk-ins from the general public.
- Help refer any agency questions from current or potential residents to the appropriate Housing Assistance Specialist.
- Provide administrative assistance to SAVE personnel, including copying, filing, sorting, or stuffing envelopes.

**Requirements/Qualifications:**

- Must maintain confidentiality of all information pertaining to SAVE, Inc. residents or potential residents
- Possess an upbeat and pleasant personality with a passion to serve others
- Ability to work comfortably and fairly with individuals who have disabilities.
- Possess a courteous and welcoming demeanor
- Able to sit for 1-2 hours at a time
- Basic knowledge of office equipment, such as copiers, fax machines, computers, telephone systems, etc.

**Volunteer Benefits:**

- A chance to have a positive impact on those in your community
- Increased self-esteem as a result of helping others in a positive environment
- Opportunity to learn more about housing-related issues, HIV/AIDS, and the local social service sector

**Additional Information:** SAVE, Inc. is focused on providing the best service possible to each of its nearly 700 residents and the safety and security of their information is an absolute top priority. Thus, all agency volunteers are required to have a signed Confidentiality Form on file prior to their first day as a SAVE volunteer. Thank you for your cooperation!

If you have any questions about this volunteer opportunity or any other service positions with SAVE, Inc., please contact **Sara Rowden at (816) 531-8340 ext. 23 or [srowden@saveinckc.org](mailto:srowden@saveinckc.org)**.