

## **Special Clerical Projects Volunteer(s)**

*QUOTE FROM ST. MARY EUPHRASIA: “Generally, children who spend a significant part of their lives in institutions are less able to cope with life’s difficulties than children who have grown up in stable homes, or at least, out in the community. We must do everything we can to remedy this: we must provide our children with experiences that will prepare them with life in the “real world.”*

### **Volunteer(s) Role**

This specific volunteer position will work on the Maryhurst campus with the HR Department. The volunteer would work to convert our employee files to scanned documents.

### **Time Commitment**

This particular job would require the volunteer to come in during office hours on Fridays. This volunteer position would not be ongoing but would end when projects are completed. Projects will come up throughout the year.

### **Volunteer Qualifications and Responsibilities**

- Support the mission, vision and philosophy of Maryhurst as evidenced by compliance with all organizational policies and procedures.
- Communicate with the assigned Maryhurst HR staff member in a timely and accurate manner about pertinent issues and updates concerning your volunteer experience.
- Demonstrate an awareness of the cultural and socioeconomic characteristics of persons served.
- Respectful of our confidentiality rules.
- Successfully complete volunteer application.
- Successfully complete volunteer orientation