



Volunteer Opportunity Description

Position Overview	The Community Living Services (CLS) Clerical Volunteer will assist CLS staff in administering the daily operations of the CLS Departments.
Position Title	CLS Volunteer
Position Type	Non-paid Internship/Volunteer
Key Responsibilities	<ul style="list-style-type: none"> ▪ Assist staff in communicating with CLS clients, families, and San Diego Regional Center Service Coordinators to coordinate CLS services ▪ Performs data entry, filing, and other clerical duties as assigned ▪ Assist in developing department newsletters featuring consumer success stories ▪ Organize mailings ▪ Performs other duties as assigned
Initial Impact	Assisting staff, clients and families in the successful delivery CLS Services.
Sustained Outcomes	As a CLS Clerical Volunteer at The Arc of San Diego you will assist staff in ensuring the successful delivery of service to consumers, caregivers, and families.
Training	<p>The training will include the following:</p> <ul style="list-style-type: none"> ▪ Orientation of The Arc of San Diego ▪ Explanation of proper procedure and protocol ▪ Strategies for working with individuals with developmental disabilities ▪ Explanation of paperwork <p>Each volunteer will also receive:</p> <ul style="list-style-type: none"> ▪ Volunteer handbook ▪ Observations with an evaluation containing constructive feedback
Support	CLS Clerical Volunteers receive supervision from the CLS Director and support from the ILS Coordinator.
Commitment	This position requires a minimum commitment of 3 months.
Length of Time	CLS Clerical Volunteers are asked to commit to a minimum of three months.
Amount of Time	Total: 5 to 15 hours per week (depending on number of days volunteered)
Specific Schedule	TBD
Location	Sulpizio Family Center, 3030 Market Street, San Diego, CA 92102
Qualifications	<p>Knowledge of and/or experience in administrative roles is required. The ideal candidate will also demonstrate the following characteristics:</p> <ul style="list-style-type: none"> ▪ Willing to learn new skills ▪ Excellent communication skills ▪ Ability to multi-task with attention to detail ▪ Flexible/Adaptable ▪ Organized ▪ Punctual ▪ Bi-Lingual preferred
Skills	Candidates will successfully assist CLS Staff in daily programmatic operations as assigned.
Benefits	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> ▪ You will play an integral role in the daily functions of a program at one of the largest nonprofits in San Diego County ▪ You will build experience and receive constructive feedback in order to strengthen skills ▪ You will gain professional references

For more information contact Leah Testone, Volunteer Program Coordinator via phone at 619-685-1175, ext. 292 or email at Ltestone@arc-sd.com.