



## Volunteer Opportunity Description

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

For more information contact Alba Sanchez, Marketing & Community Outreach Coordinator via phone at 619-685-1175, ext. 292 or email at [ASanchez@arc-sd.com](mailto:ASanchez@arc-sd.com).