



American Red Cross

of the Tri-States Chapter

CONTACT:

Michelle Kennicott
Director of Public Support
563-583-6451 ext 306
MichelleK@arcdbq.org

FOR IMMEDIATE RELEASE

THE RED CROSS SEEKS VOLUNTEERS

Dubuque, IA -- The American Red Cross in Dubuque is seeking administrative volunteers to assist locally. This team would be responsible for general office work, support to accounting, and data entry. The goal is to have a team sharing the variety of duties. Supervision, orientation, and training will be provided.

“I am excited about expanding our volunteer corps to fulfill these critical office needs. Everything that happens in our office every day ensures that the Red Cross is ready to help when needed whether down the street, throughout the country, or elsewhere in the world. And, because we are so careful with the donated dollar, our reliance upon volunteers is essential,” stated Sue Olsen, Executive Director.

Tom Wagner, Board Chair, agreed. “I can testify that volunteering in any capacity for the Red Cross is extremely rewarding. Not everyone needs to be a disaster volunteer. I know that my work on the Board and behind the scenes is just as important to fulfilling our humanitarian mission.”

By volunteering locally, individuals expand the organization’s ability to prevent, prepare, and respond. The need is great and volunteers will have fun while helping an organization that plays a critical role in our community.

For more information, call 563-583-6451 x301 or visit the local Red Cross website, www.arcdbq.org. *All volunteer candidates will need to go through the Red Cross application process, including a background check.*

About the American Red Cross

The American Red Cross shelters, feeds, and provides emotional support to survivors of disasters; supplies nearly half of the nation's blood; teaches lifesaving skills; provides international humanitarian aid; and supports military members and their families. The Red Cross is a charitable organization — not a government agency — and depends on volunteers and the generosity of the American public to perform its mission. For more information, please visit www.redcross.org or join our blog at <http://blog.redcross.org>.

American Red Cross-Of The Tri-States

JOB DESCRIPTION

Position Title: Administrative Volunteer TEAM (multiple volunteers to fulfill roles below)

Reports To: Executive Director (or designee)

Job Description: The Administrative Volunteer performs administrative and clerical functions to support Chapter operations. Depending upon the time commitment, an Administrative Volunteer may perform all of the following functions or may specialize in one area.

Description of Duties:

General Office Administration (reports to Executive Director)

1. **ALWAYS:** Provide friendly and courteous customer service to both walk-in and telephone traffic. Ensures that all inquires are directed, or referred in a timely, friendly and effective manner.
2. **AS NEEDED:** Provide staff and logistical support for the meeting plans of staff directors; set-up rooms for meetings and conferences and prepare coffee and/or refreshments for same.
3. **ROUTINELY:** Maintain current office files.
4. **DAILY:** Seal and stamp all outgoing mail; deliver to the blood side.
5. **DAILY:** Assist with the mail opening/recording procedures (always done by two people and never by someone who fulfills any further steps in the process).
6. Provide prompt, courteous information, referrals, and problem solving.
7. **AS NEEDED:** Ensure that office machines and equipment are maintained consistently, including paper in the copy machine and printers, promptly distributing incoming fax messages.
8. **AS NEEDED:** Sign for packages, inform executive director or public support director when mail is here, but do not distribute to individual staff members.

Administrative Support to Accounting (reports to Executive Director)

1. **DAILY:** Assist with the mail opening/recording procedures (always done by two people and never by someone who fulfills any further steps in the process—see procedure).
2. **DAILY:** Immediately endorse all checks with the Chapter bank stamp.
3. **DAILY:** Stamp all incoming invoices with COE Accounts Payable Stamp.
4. **DAILY:** Distribute mail to staff (do not distribute checks or other forms of monies received).
5. **DAILY:** Sort Cash Receipts Journal by type of revenue and print; copy checks and documentation for COE accounting. Give all to executive director or designee who will prepare the deposit.
6. **MIN WEEKLY:** Make copies of donor checks and documentation for fund development.
7. **MIN WEEKLY:** Scan CRJ, copies of checks, and documentation previously copied along with deposit verification to executive director. (ED will save in common files and then attach and send to COE.) File scanned documents.

8. WEEKLY: Compile and scan invoices received for accounting with account code information, date, and approval completed. Only scan top copy of bills/invoices. Recompile with envelopes and documentation and place in expense file as scanned and sent to COE.

9. AS NEEDED: When checks are received and signed, prepare bill payments for mailing; file documentation including the invoice, any related documentation, and check stub. [For credit card bills, ensure documentation for each and every charge.]

10. AS NEEDED: Prepare payments for mailing (stamp, return address) and/or distribute payments.

11. WEEKLY: Review outstanding invoices and bring any over 3 months old to the executive director's attention.

12. MONTHLY: Reconcile petty cash monthly; request a petty cash reimbursement check through executive director.

Health & Safety Support (reports to Health and Safety Coordinator)

1. DAILY: Register class participants for health & safety classes in person or by mail.

2. AS NEEDED: Sell over-the-counter resale items such as first aid kits, breathing barriers and textbooks.

3. WEEKLY: Accurately record training information in LMS or Saba.

4. WEEKLY: Prepare certification cards and mail/deliver.

5. AS NEEDED: Provide other duties as are necessary in the overall accomplishment of the job.

6. WEEKLY: Record services provided that need invoicing on spreadsheet; periodically check to ensure that invoices are being paid. Provide spreadsheet to supervisor to be reviewed and emailed to accounting.

Fund Development Support (reports to the Director of Public Support)

1. WEEKLY: Record monthly donations on spread sheet.

2. WEEKLY: Update other fund development spreadsheets as needed.

3. WEEKLY: Produce thank you letters/notes for executive director signature on a weekly basis; ensure format is correct.

4. WEEKLY: Prepare list of donors needing personal thank yous and submit weekly to the Director of Public Support.

5. AS NEEDED: Can attend meetings of fund development committees and take notes.

6. AS NEEDED: Can coordinate details of event registration in advance of and during special events.

Requirements:

Commitment to the mission of the American Red Cross.

Complete volunteer application process including standard background check.

Possess a natural attention to detail.

Willingness to take training for the position selected.

Willingness to ask questions as needed.

Ability to provide service on a regular basis so as to be up-to-date on processes.

Computer skills highly desirable for most functions.