

Administrative Volunteers Information Sheet

Responsibilities:

Habitat is looking for volunteers interested in working in the Habitat office. Administrative staff will provide any training needed to perform activities in the office. Neat and semi-professional (no jeans) attire is requested. No previous experience is necessary; however, a positive attitude and a willingness to perform multiple tasks are essential. Primary volunteer responsibilities would include, but not limited to, answering telephones, assembling mailings, filing, etc.

Days/Location:

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Volunteers can work any length of time between these hours on any given day. The “key” hours of each day are first thing in the morning and between 11:00 a.m. and 2:00 p.m. Habitat is located at 1025 N. Broadway in downtown Oklahoma City. Free parking is available.

Contact:

For more information, please feel free to contact Anna Stephens, Administrative Assistant, at 405/232-4828.