

**Title:** Clerical Support

**Purpose:** The success of the Maryland Affiliate of Susan G. Komen for the Cure is a direct result of committed and dedicated people doing everything they can, big and small, to engage their communities in the fight against breast cancer. Komen Maryland is a very active affiliate of Susan G. Komen for the Cure that supports many programs and events. These programs cannot continue without volunteers who are willing to give their time to support the Komen Maryland staff in all the clerical duties required to continue successful programming.

**Description of Duties:**

- Be ready for anything!!
- May include activities such as answering the phone, making copies, stuffing envelopes, etc.
- Provide feedback to supervising staff in regards to the project status
- Complete volunteer time sheet

**Qualifications:**

- Flexible
- Willingness to learn new things
- Attention to detail
- Willing to do repetitive tasks
- Organized
- Reliable
- Belief in the importance of the Komen mission!!

**Time Requirements:** The time requirement will vary based on office needs. Clerical support staff would be contacted on an as-needed basis. Volunteering will take place during Komen Maryland's regular business hours of 8:00 am - 6:00 pm. Clerical support volunteers are asked to commit to volunteering a minimum of four hours each month.

**Orientation/Training:** Orientation will be provided to each clerical support volunteer. These trainings will be scheduled on an as-needed basis. Each Clerical Support Volunteer will receive a volunteer handbook and individual training geared towards their project facilitated by the Volunteer Maryland Coordinator or supervising staff.

**Benefits:**

- Learn new skills
- Make new friends
- Part of a strong and passionate group of people committed to ending breast cancer forever!

**Evaluation and Reporting Procedures:** Evaluations will occur annually and on an as-needed basis. Volunteers will check-in and check-out in the volunteer suite each day they volunteer in the Komen Maryland office.

**Location:** 200 E. Joppa Road, Suite 407  
Towson, MD 21286

**Agency Contact and Supervisor:** Rachel Carlberg, Volunteer Maryland Coordinator, 410-938-8990 or rcarlberg@komenmd.org