



# Vermont Volunteer CREW

## Job Description:

### Clerical

#### **Position Description:**

Provide program support including data entry and other clerical duties.

#### **Preferred Ongoing Commitment:**

5 - 10 hours per month

#### **Responsibilities:**

- Collect and report data on SHIP activities online
- Coordinate logistical activities such as stuffing packets and making copies of training materials
- Assist counselors with setting up client appointments
- Other administrative duties as needed

#### **Desired Qualifications:**

- Experience as an Intake Volunteer or counseling Medicare beneficiaries
- Problem-solving and active listening skills
- Sensitive and caring attitude
- Good oral and written communication skills
- Proficient with the computer and the Internet
- Internet and email access
- Ability to get along well with others

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*Thank you for your precious donation of time and energy to assist  
Medicare beneficiaries in our community.*