

Job Title: Day Chair | MVMC

Purpose: The Day Chair aka Emergency Secretary serves as the secretary for the Moab Valley Multicultural Center. The Day Chair represents our organization and interacts with members of the public who visit the office at 156 N 100 W, Moab UT. Time commitment is as needed between Monday- Friday from 9 a.m. - 5 p.m. Day Chairs are volunteers who know the ins and outs of the MVMC. They are often left alone in the office. If you are looking for a more supervised position, check out the Office Assistant description below.

Location: Moab Valley Multicultural Center (MVMC); 156 N 100 W, Moab UT

Key Responsibilities:

- The Day Chair answers the phone, assists clients when appropriate, and takes messages for the MVMC Staff. (Include Phone #, name, and date of call).
- Answers questions about the MVMC and provides forms when necessary.
- Dispenses food from the Food Pantry and records the quantity.
- Makes reminder phone calls to other volunteers as assigned.
- Receives and notes donations as necessary.
- Aids in the preparation of bulk mailings as assigned
- Prepares correspondence or fliers as needed.
- Other duties as assigned.

Reports to the Volunteer Coordinator of the MVMC.

The Length of Appointment: The Day Chair serves on an as needed basis; we keep several Day Chairs in rotation.

Time Commitment: The Day Chair serves on an as needed basis. This may be for a whole day or for a few hours at a time to accommodate out-of-office staff trainings, retreats or meetings.

Qualifications: Basic knowledge of the computer and phone. Pleasant manner, patience, problem-solving ability, dependability. Bilingual Spanish-English is a plus.

Support: Training for this position will be provided on an as needed basis. Also, the Volunteer Coordinator will be available for questions and assistance.

Age Requirement: 18 and over.

Dress Code: Business Casual