



# HeartWorks

PO Box 365 Bayboro, NC 28560

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## Volunteer Job Description/Request Form

Service Area: **Reception/Administrative**

Location: **HeartWorks-Administrative Offices**

Service Area Staff Contact: **Whitney Wallace**

All Volunteer Contact: Whitney Wallace (745-9703), [wwallace@heartworksonline.org](mailto:wwallace@heartworksonline.org)

Phone Number: **745-9703**

Hours Needed: **9-1 or 1-5**

Days Needed: **Monday-Friday**

Number of Volunteers Needed: **1 or 2 per day**

Volunteer Job Function:

- **Greet visitors who come into the office in a professional manner**
- **Answer phones as needed**
- **Assist with mailings/newsletters**
- **Complete other projects as needed**

Physical Requirements: **Ability to speak and hear clearly to answer phones. (not required if primarily going to be working on mailings etc.)**

Special Qualifications: **Volunteer must be able to complete work on a consistent basis as well as be able to maintain confidentiality when working with HeartWorks information.**

Other Information: **None**