

Volunteer Office Worker Information Sheet

Name: _____

CONTACT INFORMATION

Phone Numbers:

Home: _____ Cell: _____ Work: _____

Availability:

Day(s) _____

Hours _____

Frequency _____

Available for last minute calls

OFFICE EXPERIENCE

Answering Phones Multi-line phones

Typing Approximate Speed: _____

Data Entry Fax Copier Filing

Computer IBM Compatible MacIntosh

Computer Programs:

MSWord MSExcel

MSPowerpoint MS Publisher

Other: _____

Other office machines

Other skills:

Accounts Payable Accounts Receivable

Related Jobs: _____

If you could do anything for the church that you enjoy and it would be considered "ministry," what would you do? _____