

Child and Family Resource Council Data Entry Volunteer Opportunity

Yes, I want to volunteer with the Data Entry Support Team!

Description of the Project: Help various staff with data entry needs.

Training and Support: Volunteers will receive thorough training in all data entry components and adequate support will be given.

Requirements: Must have the ability to accurately enter data in a variety of systems. Accuracy of entry is more important than speed. A familiarity with Microsoft Word and Excel is helpful. *We ask that an approximate 2-3 hours per week, yearlong commitment be given.* Hours are flexible but must fall between 8:30 a.m. and 4:30 p.m. We also understand the need for time off/vacation. Parking is free and convenient, mileage can be tax deductible, and the work environment is friendly – we'd love to have you join our team!

Benefits:

- Build your resume.
- Increase your social network.
- The satisfaction of knowing that you are on a team that works to prevent child abuse and neglect.
- Have Fun!

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell phone _____

E-Mail _____

Please return this form to:

Tammy Klepper
118 Commerce SW, Suite 220
Grand Rapids, MI 49503
Fax: 616-454-2059

For more information or questions, please call the Child and Family Resource Council at 616-454-4673.

Please note: Confidentiality training and criminal background check are required for ALL volunteers.