



Volunteer Position Description  
**Volunteer Office Assistant**

**Supervisor:** Office Manager

**Position Summary:** Provide support at our clinic locations by keeping records of needed supplies and ensuring each location is stocked with necessities such as paper goods, collateral, diapers, wipes, etc. All of these items are provided by Alternatives for our locations.

**Time Commitment:**

Business Hours 8:30 AM – 4:30 PM  
2-4 times a month.

**Location Availability:**

Englewood, Denver, Aurora or Arvada. Determined by Volunteer's location.

**Application Requirements**

- Attend a Volunteer Orientation.
- Attend a Foundations Course.
- Submit an application.
- Interview with Office Manager

**Training Requirements**

- Training with Office Manager.

**Skills and Attitude:**

- Practices servant leadership and functions with a Christ-like love in professional and personal affairs.
- Values align with the mission and vision of Alternatives Pregnancy Center.
- Has gifting and joy in administrative tasks.
- Proficient with email and text communication.
- Can lift between 10 – 40 lbs.

**Essential Duties and Responsibilities**

- Keeping record and stocking of the assigned clinics supplies i.e. paper goods, cleaning, collateral, etc.
- Communicating with the Office Manager on supplies needed.
- Communicating with Client Service Director and Client Service Associate about clinic needs.
- Retrieving needed supplies from Inverness to bring to assigned clinic.

**General Requirements:**

- Committed to Alternatives' mission statement and the sanctity of human life.
- Signed agreement of Alternatives' Statement of Faith and Principle.
- Has the ability to drive between Inverness and assigned clinic.
- Has space in car to transport supplies.

**Alternatives Pregnancy Center's Mission Statement:**

*Alternatives Pregnancy Center exists to care for Denver-area women and men in pregnancy-related crisis and offer them a meaningful alternative to abortion. Following the example of Christian love, we seek to meet their emotional, physical, and spiritual needs. And we enable and encourage them to choose life every day.*

*We provide a 24-Hour Helpline, pregnancy tests and options counseling, limited ultrasound services, abortion pill reversal referrals, STD testing and treatment, adoption education, pre- and post-natal medical care referrals, financial and legal referrals, counseling after abortion, positive youth development curriculum and sexual risk avoidance education. All services are confidential and provided free of charge.*