



Volleyball Starts Here!®

A non-profit organization

Job Title: Office Assistant

Status: Part-Time or Full-Time, Non-Exempt

Reports to: Executive Director

Summary: Responsible for assisting with the daily operations including, but not limited to phone calls, recordkeeping, correspondence, filing, proofreading, processing mail, printing and packaging and maintaining the highest level of service to United States Youth Volleyball League participants, vendors and donors.

Essential Duties and Responsibilities include, but are not limited to the following:

- Appropriately answer phone calls and provide excellent customer service.
- Printing, packaging and shipping materials.
- Data entry.
- Filing, copying and faxing.
- Research and maintain files.
- Write memoranda, reports, letters and other items.
- Provide support to other staff members as needed including organizing team events.
- Scheduling meetings and coordinating with attendees.
- Other administrative duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of knowledge, skills, and/or abilities needed.

Knowledge, Skills and/or Abilities

- Excellent writing and verbal skills.
- Excellent telephone and customer service skills.
- Computer literate; type 45+ wpm; basic data entry skills with high accuracy.
- Organized, self-motivated, positive attitude and good time management skills.
- Ability to meet deadlines, process requests and follow procedures.
- Efficient multi-tasking ability, attention to detail and thoroughness.
- Valid driver's license, vehicle, and insurance coverage.
- Ability to lift 40 pounds unassisted, up to 80 pounds assisted.

Education and/or Experience

- Education: High school diploma or general education degree (GED) or equivalent.

Compensation

- Commensurate with experience.
- USYVL also offers a comprehensive benefits package to full-time employees.

Rev 2/2/2022