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Administrative – MySeniorCenter Data Entry Volunteer

In order to continue providing nutritious meals to our North/Eastside older adults and to manage our office processes, data entry is vital for the purposes of reporting and communication. Do you have database management experience and want to use those skills to support our non-profit? Sign-up today!

Responsibilities:

- Learn how to utilize and input data into MySeniorCenter (our database application).
- Assist with occasional data clean up in MySeniorCenter to ensure contact information is up to date.

Commitment:

- 4 hours a month, Monday-Friday. May require up to 4 hours a week, at the beginning of the year. Volunteers are able to create shifts that fit their schedule.
- Minimum 1-year commitment.

Requirements:

- Preferably has a data management background, or willing to learn.
- Comfortable using a computer and has good attention to detail.
- Able to keep confidentiality.
- Must pass a criminal background and references check.

Benefits:

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.