

BECOME AN OFFICE VOLUNTEER!



JOIN OUR TEAM!

Hospice SLO County is seeking caring and dedicated volunteers to support our front office. As an office volunteer, you will support our staff by providing front desk coverage, greeting clients, and creating a warm, welcoming environment for everyone who steps into our building. Office volunteers should be friendly, dependable and should feel comfortable learning about end-of-life issues.

Examples of duties include:

- Answering the telephone
- Greeting clients and their loved ones
- Small clerical projects, such as mailing letters, filing or making copies
- Writing thank you cards and letters to donors
- Creating informational packets or folders
- Data entry
- Supporting the Hospice SLO County Office Manager

Duties may vary depending on the interests and skills of volunteers. Office volunteers give an average of 2-4 hours weekly. While office volunteers do not need to have prior office experience, they should be comfortable learning how to use the phone system and computer.

**If interested, contact Natalie Miske, Office Manager
at (805) 544-2266 or nataliemiske@hospiceslo.org**