



The Urban League of Metropolitan St. Louis, Inc. **Volunteer Position Description**

Position Title: Data Entry Volunteer

Immediate Supervisor: Director of the site to which assigned.

Job Description:

The data entry volunteer is responsible for data verification, entering information into computer databases, scanning, copying, preparing mailing labels, and preparing statistical reports as required.

Minimum Qualifications:

- Interpersonal skills to respond to questions and explain rules and procedures clearly.
- Reading comprehension necessary to read standard business English and maintain accurate files.
- Writing skills to prepare routine correspondence.
- Strong typing skills
- Working knowledge of computer database applications
- Working knowledge of policies and procedures of the Urban League of Metropolitan St. Louis.

Available sites include:

- 1401 East Broadway, East St. Louis, IL, 62201
- 3701 Grandel Square, St. Louis MO, 63108
- 8960 Jennings Station Rd, St. Louis MO, 63136
- #26 North Oaks Plaza, St. Louis, MO 63121

Time Commitment:

This position requires a minimum commitment of 2 hours, 3 days per week.

Hours of Operation:

- Monday, Wednesday, and Friday - 8:30 – 5:00
- Tuesday and Thursday – 8:30 am – 7:00 pm
- Saturday – 9:00 am – 12:00 pm

This opportunity is available to

- Adolescents
- Adults

- Small Groups (2 –10)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108