

# Office Volunteer Information Sheet

International Friendships, Inc.

The IFI staff cannot perform their responsibilities fully without the support of office volunteers. This is a wonderful opportunity to help serve international students.

## What types of things need to be done?

- Answering phones/ making calls
- Filing
- Library assistance
- Mailings
- Copying
- Graphics (brochures, etc.)
- Entering data into the computer
- Public Relations

## What kind of time commitment is involved?

You decide: weekly, monthly, or for a specific task. Extra help is especially needed in August and September when students are arriving for Fall quarter. We especially look for volunteers who can commit to coming in regularly for set hours on a particular day of the week (e.g., every Friday from 9:30 – 12:30). Please let us know when you are available! (We are officially “closed” on Monday, even though some staff are in the office.)

## Is training required?

General training and orientation is available and encouraged. You may start as an office volunteer and postpone training until you choose to be involved in a relational ministry with students. Training specific to the office will be provided. Knowledge of computer usage, especially Microsoft Office, is helpful, but not required. Good telephone skills are especially helpful.

## Where is the work to be done?

Most work is done at the IFI office, located at 195 Chittenden Ave. (Occasionally, some types of work can be done at home.)

## Can I utilize my spiritual gifts as an office volunteer?

Yes, we encourage you to participate as an office volunteer if your spiritual gifts include any of the following:

- Helps
- Administration
- Encouragement
- Discernment
- Creative communication

(over)

## **Testimonies**

“Office volunteers help move IFI forward. They are able to accomplish tasks that help keep work up to date.”  
-Office Manager

“Office volunteers help multiply the ministry by helping the office staff to get more done. With their help, the office staff is freer to focus on their areas of responsibility and gifting.”

-Volunteer Coordinator

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