



Front Desk Volunteer

Volunteer reports to: Office Manager

Summary: Ryther is looking for a motivated volunteer to help with general administrative and filing tasks to help support Ryther's Front Desk receptionists. This position would be a great opportunity for an individual who would like to learn more about managing medical records while providing administrative support to members of the Front Desk team.

Essential Duties and Responsibilities

- Filing
- Preparing intake packets
- Organization of charts and files
- Basic organization and/or upkeep of office space
- Other duties as assigned by Front Desk staff members

Requirements

- Must be reliable and punctual
- Be self-directed, willing to take initiative, and detail-oriented
- Must pass criminal history background check

Time Commitment

- Minimum of 3 hours weekly during regular business hours, Monday-Friday 8am-5pm

To apply, download and complete the Volunteer Application in [PDF](#) or [Word](#) and email your resume with cover letter to volunteer@ryther.org. All volunteers must be at least 21 years of age and complete a criminal history background check.