



## *High Impact Volunteers*

### **Data Entry Assistant**

#### **Overview:**

Assist the evening supervisor by entering client and volunteer information into the computer.

#### **Duties and Responsibilities**

- Enter names and other information into the City Gospel Mission database

#### **Qualifications:**

- Read the City Gospel Mission Volunteer Handbook
- Some experience with data entry and computers
- Attention to accuracy

#### **Time Commitment:**

5:30-7:00 p.m.

One evening per week

#### **Contact:**

Robin Wagner, Director of Volunteer Services

[volunteer@citygospelmission.org](mailto:volunteer@citygospelmission.org)

(513) 345-1026