



Administrative Support

VOLUNTEER DESCRIPTION

On occasion, Life Styles has a need for supplementary administrative assistance to support our busy office and ensure that Life Styles operations run smoothly. Under the supervision of Life Styles' staff, volunteers may perform a variety of duties, including:

- Answering and forwarding phone calls
- Filing, addressing or stamping letters, and other clerical support
- Setting up training, classes, and workshops
- Providing light data entry

Other duties may also be assigned as needed. If you have questions, or if you are interested in this volunteer role, please contact us at volunteering@lifestylesinc.org.



Quality Services for Adults with Disabilities since 1976

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