



Job Description

Position Title: Volunteer Data Entry Clerk

Classification: Volunteer

Reports To: Regional Director of Operations

Date Created: September 2018

Summary/Objective:

The Data Entry Clerk will receive, review and enter HUD/USDA applications into computer system or database and generate waitlist confirmation letters for each application as well as send the information to appropriate properties. The data entry Clerk will directly contribute to Senior Housing Options mission by ensuring wait list is consistently updated to provide affordable housing.

Duties and Responsibilities:

- Review received application to ensure they are completed
- If applications are not complete, return them to applicant with instructions to complete
- Process completed applications by entering the data into the data base, sending a confirmation letter to the applicant, scanning the application and forwarding it to the property

Time Period:

This position requires a minimum 3 month commitment for an average of 2-3 hours per week during office hours (Monday to Friday 8:30a – 5:00p). Weekly work hours will vary, and will depend on timing of organization commitments and deadlines.

Benefits and recognition

This position provides valuable experience for administrative management students and anyone with a passion for volunteering and assisting in a program that helps older adults.

About Senior Housing Options:

Our mission is to provide residential communities and quality caring services to enrich the lives of older adults in Colorado.