



Title: Mason/Thurston – Data Entry Volunteer, Family Education and Support Services

Number of Volunteer Positions: 1

Length of Commitment: Ongoing

Hours: 12 hours per week

AmeriCorps Senior RSVP Program:

Since 1971, AmeriCorps Seniors Retired and Senior Volunteer Program (RSVP), one of the largest volunteer efforts in the nation for people 55 and over, has matched older adults who are willing to help with local organizations on the front lines of meeting community needs. United Way hosts the AmeriCorps Senior RSVP program for Lewis, Mason, and Thurston County with projects focusing on increasing community education, health, and job opportunities. Volunteer benefits include ongoing support from United Way staff in their roles, free supplemental health insurance, mileage reimbursement, and appreciation events.

Website: <https://www.unitedway-thurston.org/RSVP>

Family Education and Support Services:

Family Education and Support Services (FESS) is a community-based non-profit organization dedicated to inspiring healthy child development by providing quality training and support services. FESS programs include parenting classes like the Impacts of Domestic Violence on Children and QPR Suicide Prevention Training, case-management and parent ally programs including the Parent and Child Assistance Program (PCAP) and Parent for Parent (P4P), and direct assistance services through the Basic Needs Navigator.

Website: <https://familyess.org/>

Position Description:

FESS is looking for AmeriCorps Seniors RSVP to help with their data tracking efforts. This role would support multiple programs in inputting data from intake forms and participant surveys into its data management systems. This work is essential to meeting new grant requirements, creating an annual report that accurately shows FESS's impact on the community, and providing leadership and the community with insights needed to make well-informed decisions.

Responsibilities:*Position Specific*

- Receive training on FESS's mission, programs, and community impact as well as FESS's tracking procedures and data management systems.
- Enter intake form and survey data into the appropriate data management systems and review for errors.
- Conduct surveys over-the-phone for participants that have no other means of contact.
- Collect missing information from program directors and staff as needed.
- Collaborate with program directors to make data management systems more efficient when possible.

FESS Values

- Demonstrate professionalism, positive communication, cooperation, and self-care and wellness.
- Encourage, support, and honor efforts for diversity, equity, and inclusion.
- Culturally competent in working with diverse populations.
- Willing to pursue growth through on-going training.

Required Qualifications:

- Must be able to lift 20 lbs.
- Experience with Microsoft Office, Zoom, and data management systems

Desired Qualifications:

- Professional experience in data entry
- Professional experience in customer service