



JOB DESCRIPTION
SMP VOLUNTEER ADMINISTRATIVE ASSISTANT
CARROLL COUNTY BUREAU OF AGING AND DISABILITIES
SHIP (SENIOR HEALTH INSURANCE ASSISTANCE PROGRAM)
AND SMP (SENIOR MEDICARE PATROL)

Purpose of Position: To provide administrative support to the Senior Medicare Patrol (SMP) program including data entry, filing, and other clerical duties.

Responsible to: Carroll County Bureau of Aging and Disabilities SHIP/SMP Coordinator

Responsibilities:

- ❖ Collects and reports data on SMP activities via a variety of methods including web-based tools
- ❖ Helps with organizational activities such as filing, stuffing packets and making copies of training/outreach materials
- ❖ Handles client information in strictest confidence
- ❖ Other administrative support as needed

Desired Qualifications:

- ❖ Ability to get along with others
- ❖ Criminal Justice background
- ❖ Strong organizational skills
- ❖ Proficient with the computer and the Internet
- ❖ Internet and email access
- ❖ Sensitive and caring attitude
- ❖ Good written and oral communication skills

Time Commitment:

- ❖ At least one year with an agreed upon number of volunteer hours per month