



Administrative Support & Family Services Volunteer

Lions Eye Bank of Wisconsin is in search of local community members to join our volunteer team! We are in search of compassionate volunteers to help with general administrative tasks throughout the LEBW office and administrative tasks in our Family Services department and with.

Our office hours are M-F, 8:00am-5pm and can work to accommodate your schedule.

For more information, please contact Eden Brunson, Communications & Outreach Coordinator, at ebrunson@lebw.org or (877) 233-2354 ext. 275. Please follow our [Facebook](#), [Instagram](#), [Twitter](#), [Tumblr](#) and [LinkedIn](#) pages for updates on volunteer opportunities!

General Administrative Support:

Lions Eye Bank of Wisconsin needs your help to assist our team with general administrative tasks throughout the office.

Roles and Responsibilities:

- Answering and directing phone calls
- Preparation for LEBW events
- Sorting and Delivering Mail
- Lions Club Support
- Manage office supply inventories
- Represent LEBW in a professional manner
- Be warm, welcoming and outgoing
- Excellent customer service skills
- Data reporting via Excel
- Treats donor family visitors with sensitivity and compassion
- Remains calm and polite
- Respects confidentiality and follows HIPAA regulation when handling confidential information

Family Services Administrative Support:

Our Family Services department provides support and resources to both our donor families and corneal transplant recipients. Families and transplant recipients receive grief resources, local support group information, corneal transplant brochures and information about our additional Family Services Programs. Donor family members and transplant recipients can connect one on one with the LEBW family services manager for additional support.

LEBW's Family Service department is in need of volunteers on a monthly basis to assist the department's outreach efforts. For more information, please contact Eden Brunson, Communications & Outreach Coordinator, at ebrunson@lebw.org or (877) 233-2354 ext. 275. Please follow our [Facebook](#), [Instagram](#), [Twitter](#), [Tumblr](#) and [LinkedIn](#) pages for updates on volunteer opportunities!