

## **Francisca Korsah - Administrator Assistant Volunteer**

We asked our administrator assistant volunteer Francisca Korsah who has been volunteering since September 2017 about her experience.



### **What is your role at EPC?**

I volunteer as an administrator. I do lots of different activities such as entering data into charity log database, updating files and training logs, sending emails, photocopying and shredding old files. I also helped to create a volunteer board in the office.

### **What made you want to volunteer for us?**

I wanted to learn new skills and develop my existing skills and also give something back to the community.

### **Roughly how many hours per week do you spend volunteering?**

4 hours

### **What do you enjoy about your volunteering role?**

Everybody here is nice and understanding, Renata has been great with me and I enjoy doing various tasks and using my skills and abilities.

### **What difference do you feel you are making?**

I feel proud of myself trying to give something small back to the community. The service is very busy so being here helps them with activities that are very time consuming such as scanning, filing old paper files into the computer, sending emails or updating database.

### **What difference has volunteering made to you?**

I think volunteering has helped to build my confidence and helped develop my skills. At the moment I work in the hospital as a catering assistant and I would like to move into admin job in the near future based on the experience I am getting here.

### **What impact has it had on your life?**

Volunteering has helped me to get some work experience, meet and make new friends and I have learnt new skills.

### **Would you recommend volunteering to your friends and colleagues? And if so, why?**

Yes, because I enjoy being around lovely people, working in the office and learning new skills.

Francesca is our administrator assistant volunteer. She has been volunteering since September 2017.