

ADMINISTRATIVE VOLUNTEER

Department: Client Services, Development

Reports to: Client Services Manager, Development Manager

SUMMARY

Administrative volunteers perform essential duties to help with the workflow for our development team and our client services team. These are varied tasks that might involve interacting with the public or assisting with paperwork and organization and therefore require a flexible mindset.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative volunteers will be responsible for the actions below at minimum; other duties may be assigned.

- Assist with returning phone calls, scanning, shredding, mailings, filing, and other office tasks in support of the front desk and development teams.
- Stocks supplies and performs other duties as requested by Development Manager and Client Services Team
- Keep volunteer workspace and administrative conference area tidy

QUALIFICATIONS:

To perform this role successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Administrative and organizational skills and an eye for detail
- Must follow safety standards and procedures and work to ensure a safe environment for animals, the public, other volunteers, and employees.
- Must maintain a consistent, pleasant and non-judgmental demeanor with staff, volunteers, other agencies and the public
- Must attend an information session.