



## **Volunteer Job Description - Administrative Support**

**Focus of the Job:** The primary responsibility of the Administrative Support Volunteer is to help staff members in different departments with daily or seasonal office tasks.

**Reports to:** The department staff member you are assisting that day and the Volunteer Supervisor.

### **Requirements:**

- Orientation
- Shelter Training

### **Tasks:**

- Scanning files
- Filing
- Organizing documents
- Gathering materials
- Data entry
- Packaging and mailings
- Preparing for events
- Any other office tasks as needed

### **Physical Requirements:**

- Must be able to sit for up to 3 hours

### **Work Environment:**

- Office environment
- Must be proficient in Microsoft Office

### **Shift Rules:**

- Kindly maintain a low volume in the office areas
- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff

### **Dress Code:**

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. If you decide to bring a sweater or long-sleeved shirt, it must be worn under your volunteer shirt.