



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 Coordinator.

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.