



OFFICE ASSISTANT VOLUNTEER

DESCRIPTION: This position is for volunteers who wish to work in our administrative office. The goal of this position is to assist staff with filing, typing, data entry and other office duties.

DAYS AND HOURS AVAILABLE: Monday-Friday: Varies from 8:00 – 6:00 and Saturdays: 8:00-5:00.

TRAINING REQUIREMENTS: Office Assistant volunteers should have basic computer skills and must complete all training before volunteering. This training includes: Orientation (a general overview of volunteer programs) and General Shelter Training (shelter policies, volunteer policies, animal laws, shelter tour, etc.). The total number of training hours prior to volunteering is approximately 4 hours.

