



## Dane County Humane Society Volunteer Position Description

Job Title:	<b>VOLUNTEER ADMINISTRATIVE ASSISTANT</b>
Reports to:	Volunteer Coordinator
Trained by:	Trained Staff and Volunteers
Scope of Position:	This position supports Dane County Humane Society's mission and core values by assisting with daily Volunteer Department activities including data entry, filing, volunteer support, and miscellaneous administrative projects.

### Duties and Responsibilities:

- A. Data Entry
  - Input and maintain data in Volgistics volunteer database software
  - Input data in Excel spreadsheets
- B. Scanning Documents
  - Volunteer applications, agreements and waivers
- C. Electronic mailings
  - Assist with weekly processing of volunteer applications, invitations to volunteer orientations and other communications
- D. Projects
  - Produce name badges
  - Update volunteer pictures and commemoration boards
  - Volunteer recognition awards and events
  - Volunteer updates and newsletters
- E. Miscellaneous
  - Cut paper, laminate, sort materials
  - Internet research
  - Follow up phone calls

### Requirements:

- Minimum age of 18 years old
- Strong knowledge of Word and Excel
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Strong organizational skills and ability to manage and complete a variety of tasks
- Friendly and positive attitude
- Ability to sit for up to two hours

### Schedule and Commitment:

- Training is one-on-one
- Participate in ongoing evaluation program.
- Shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months. If desired, shifts can be longer.