



Adoption Center Assistance

Objective: Assist fun and friendly HSP staff with important day to day operations

Duties

- ✿ Answer phones
- ✿ Assist customers
- ✿ Process adoption paperwork
- ✿ Photo-copy documents
- ✿ Label and sort material for bulk mailings
- ✿ Assist in the facilitation of fund-raising events
- ✿ Take lost & found reports from the public
- ✿ Assist the public in directing to appropriate shelter location for sought services

Training

- ✿ Attend an Intro to Adult Volunteering session
- ✿ Complete Volunteer Application and Interview.
- ✿ On-going training by appropriate HSP staff.

Commitment: Minimum commitment of 2 hours per week. Specific projects may have a more limited time period (e.g. special event based etc).

Volunteer Profile: Detail-oriented, professional, quick-learning individual. Legible handwriting. Must have some experience with personal computers. Basic knowledge of other office equipment a plus. Willingness to perform repetitive tasks and work closely with HSP staff. Able and willing to provide excellent customer service in what can be a hectic environment. Open to meeting and working closely with HSP volunteers and staff.

Job Classification: This job may involve any of the following physical parameters:

Physical Requirements:	Light	Working Conditions:	Indoor
Bending:	Frequently	Sitting:	Occasionally
Squatting:	Occasionally	Standing:	Frequently
Kneeling:	Occasionally	Walking:	Frequently
Climbing:	Rarely	Lifting Weight:	0 to 9 lbs
Reaching:	Occasionally	Repetitive Motion:	Fine Manipulations Pushing/Pulling

Volunteer Benefits

- ✿ Administrative experience.
- ✿ Important contribution to the continuation of agency services and programs.
- ✿ Play crucial role in support of animal welfare and individual animal adoptions.
- ✿ Computer experience.
- ✿ Flexible duties.
- ✿ Fun experience in event planning and behind the scenes facilitation.
- ✿ Reward of seeing happy animals go to good homes.

Supervision: Direct supervision by Volunteer Coordinator, in conjunction with assigned dept staff