



OFFICE ASSISTANTS

Volunteer Role Description

Extra, extra, read all about it! Do you like working behind the scenes? Office Assistants give to the animals by printing copies, filing, stuffing envelopes and helping staff with the multitude of other office tasks that need to be done for the center to run smoothly! Enjoy a fun environment and a different approach to helping the animals.

Prerequisites/Necessary Skills:

1. Minimum of 16 years of age
2. Complete the Volunteer Orientation
3. Basic computer, organizational, and other office skills
4. Attention to detail and willingness to help where ever you are needed
5. Due to limited resources, volunteers must be able to complete all job requirements with minimal assistance from SPCA staff.

Duties:

- Sign in and out before and after each shift
- Record all hours in the Volunteer Binder
- Perform office tasks as assigned by staff

Time commitment: Flexible

Frequency of commitment: Flexible

Session length: Variable, depending on activity

Accessibility: 9AM-5PM Monday to Friday