



## **Volunteer Job Description**

**Title:** Office Assistant

**Major Objective:** To assist the Heart of the Valley and staff by working on daily office assignments or data entry.

### **Responsibilities:**

- Assist with daily office work as needed.
- Positively represent the Heart of the Valley's beliefs and philosophies.
- Provide support to new volunteers.

### **Qualifications:**

- Positive and Friendly attitude.
- Basic computer skills using Microsoft software.
- Enjoy working with animals.
- Must be over the age of 16.

### **Training:**

- Attend mandatory volunteer orientation.

**Time and Place:** Office hours are 11:30am-5:30pm every day. HOV is closed on the following holidays: New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day. Office assistant volunteers are not allowed in any staff-only areas.

### **Commitment:**

- Minimum of 4 hours per month.
- Three months minimum.

**Supervisor:** Direct supervision by the Volunteer and Education Manager and/or Development Associate.

### **Benefits:**

- Personal satisfaction and education.
- Resume builder.