



Volunteer Position Description

Volunteer Coordinator Assistant

Volunteer Opportunity:		
Volunteer Coordinator: Jodi Waters	Phone: 719-686-7707	Email: volunteer@tcrascolorado.com
Area Liaison(s):		

Volunteer Position	
Location	At shelter or at home.
Purpose of position	To assist the Volunteer Coordinator with various administrative tasks as needed.
Description of work involved	<p>The work involved may vary but will include mostly administrative duties that can either be done at the shelter or from home. Some administrative duties that this position may include are:</p> <ul style="list-style-type: none"> • Following up with volunteers by phone in regard to returned or bounced emails and Eventbrite • Entering volunteer hours into an excel spreadsheet at the end of each month • Creating/maintaining and printing sign-up calendars for Dog Squad and House Cat Heros that are posted on the Volunteer Information Board • Other duties as needed
Hours volunteers can work	1 to 2 hours a month
Level of difficulty 1=easy 5=physically demanding	Level 1
Skills required	<ul style="list-style-type: none"> • Attention to detail • Strong and clear communication • Reliable and trustworthy • Computer programs (Excel, Publisher, and Word)
Expected environmental conditions	Indoors (may be some outdoor stuff but will be limited)
How many volunteers are needed for this position?	1 or 2
Tools & equipment provided	Documents, thumb tacks, thumb drive (if needed) etc.
Tools volunteers can bring if desired	Laptop
Personal items to bring	Water and snack if necessary.
Personal Protective Equipment (provided as needed)	N/A
Duration of position	On-going, year round.
Training required	Yes. One-on-one with Volunteer Coordinator as needed
Restrictions	N/A
Supervisor/reports to	Chasta LaBass
Clothing	If at shelter a volunteer t-shirt or TCRAS t-shirt, pants or shorts without holes, and sturdy closed-toe shoes.

