

Volunteer Position Description



Office

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

Volunteer Position	
Location	TCRAS office
Purpose of position	To support the office staff in their daily tasks and projects.
Description of work involved	Includes but is not limited to: <ul style="list-style-type: none"> • Answering phones • Filing • Data entry • Assisting customers • Adoption follow up • Duties and responsibility have the potential of increasing over time as skills and knowledge grow (i.e. learning Petpoint)
Hours volunteers can work	Days that there is only one office staff member. Can volunteer partial or full day.
Level of difficulty 1=easy 5=physically demanding	Level 1 to 3 depending on the task or project.
Skills required	<ul style="list-style-type: none"> • Strong, clear, and timely communication • Welcoming and friendly • Strong customer service • Ability to multi-task • Basic working knowledge of Microsoft Office (i.e. Word, Excel etc.) • Basic computer skills (i.e. typing and data entry)
Expected environmental conditions	Office environment that may be busy and loud.
How many volunteers are needed for this position?	2 to 3
Tools & equipment provided	Everything necessary to complete a task or project.
Tools volunteers can bring if desired	N/A
Personal items to bring	Sweater, water, snacks if necessary.
Personal Protective Equipment (provided as needed)	N/A
Duration of position	Long term
Training required	Office training is required and is offered two times a year (May and November) and includes phone procedures, data entry, lost and found system, and filing.
Restrictions	Must be 16 or older.
Supervisor/reports to	Angie Davis

Clothing	TCRAS volunteer t-shirt or TCRAS t-shirt.
Last updated	3/31/16