



VOLUNTEER POSITION DESCRIPTION COMMUNITY RELATIONS

TITLE:

Development Clerical Assistant Volunteer CR-DA

MAJOR OBJECTIVE:

Provide support to the Development department by assisting with clerical duties.

RESPONSIBILITIES:

1. Assist with mailing projects
2. Filing
3. Data entry
4. Miscellaneous projects

QUALIFICATIONS:

1. Good organizational and communication skills
2. Computer savvy
3. Minimum 16 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with Volunteer Services Manager or designee
3. On the job training by the development staff

TIME AND PLACE:

Shifts available Monday thru Friday

COMMITMENT:

Minimum of three hours per week for six months

SUPERVISION:

Direct supervision by the Director of Development. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education

2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!