

# CLERICAL OFFICE ASSISTANT

SUPERVISOR: Jennifer Love

GOAL OF POSITION: Some of our most indispensable volunteers work behind the scenes at IVHS SPCA, assisting with a variety of office and community work. There are many ways to help IVHS SPCA and the animals, especially for volunteers who are unable to deal with the emotional considerations of an animal shelter.

DUTIES: We currently need one individual daily who can assist with Pet Sympathy cards, Thank You cards, organization of the Volunteer Desktop area, putting together event goodie bags, data entry, gathering supplies for foster to-go boxes, sorting donations in Animal Receiving, filing paperwork in Vet Services, and folding clean laundry.

QUALIFICATIONS: Must have the ability to follow instructions and work independently; legible handwriting; typing and/or computer skills. Must be at least 18 years of age.

TRAINING: Completion of Volunteer Orientation. Must wear a mask, and show proof of a COVID vaccination.