



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Administrative Assistant Volunteer

EFFECTIVE DATE: December 2018

REPORTS TO: Director of Development

TRAINER(S): Development Staff

TIME COMMITMENT: During Business Hours, Weekly as Scheduled.

LOCATION: Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of an administrative assistant volunteer is to assist with operations at Blue Mountain Humane Society by completing clerical duties.

Duties Include:

- **Treat all animals both on and off the job humanely. You are a representative of the BMHS even when you are not volunteering.**
- Maintain appearance and demeanor consistent with the image of the BMHS as a professional animal facility. Follow the dress code required of all volunteers as outlined in orientation.
- Provide a safe environment for the animals, volunteers, and customers by following safety procedures and protocols.
- Learn about Blue Mountain Humane Society's mission, programs and services in order to properly inform the public.
- Responsible for answering the phones in a professional manner, providing accurate information when possible and directing phone calls to the appropriate staff member.
- Responsible for transcribing accurate messages and delivering to the appropriate staff member in a timely fashion.
- Organize supplies, including supplies for upcoming events and/or outreach opportunities.
- Complete filing by type and time frame as assigned.
- Data entry including the creation of persons, animals, receipts and dog licenses in PetPoint, a database.
- Maintain consistency between databases used by Blue Mountain Humane Society including PetPoint, Volgistics and Greater Giving.
- Assist with mailings including folding, stuffing envelopes, sealing and administering stamps.
- Assist with marketing and donor recognition projects as assigned by Development staff.

OTHER DUTIES / FUNCTIONS:

- Available to assist staff members, visitors and other volunteers as needed.
- Assist with maintaining facility cleanliness including sweeping, mopping, wiping down surfaces etc.

- Assist with other projects as assigned.

POSITION SPECIFICATIONS:

- **Required**
 - Must be detail oriented, accurate, and dependable.
 - Able to juggle demands, prioritize, and follow through to timely completion.
 - Good communication skills, (verbal/written).
 - Must have a patient demeanor in order to safely interact with shelter pets.
 - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
- **Desired**
 - Desire for learning and mastery of required job skills in order to expand the impact that the Blue Mountain Humane Society has on the community.
- **Education / Training**
 - Must have attended orientation.
 - Must have attended 1-on-1 with Volunteer Coordinator.

GOALS:

- The goal of an administrative assistant volunteer is to support operations at Blue Mountain Humane Society by completing clerical duties that benefit BMHS' mission.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.