



APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: GENERAL ADMIN VOLUNTEER - FUND DEVELOPMENT

Commitment

Applications will be considered for volunteers who can commit to a weekly 3-hour shift on one of the following days:

	12:00pm – 3:00 pm
Monday	Available
Tuesday	
Wednesday	Available
Thursday	
Friday	
Saturday	
Sunday	

Responsibilities

- Conducting thank you phone calls to CHS donors in a friendly and courteous telephone manner
- Performing administrative tasks such as data entry, preparing mail-out, or other administrative tasks as required
- Assisting with maintaining and updating database using Raiser Edge
- Cleaning duties as assigned
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage
- Provide positive interaction, affection, socialization and exercise for animals in the adoptions area to help increase their adoptability and to decrease their stress levels as they wait for the new forever homes
- Assist with sorting physical donations

Training

Training is mandatory and will be provided by CHS free of charge

- First Buddy Shift (**REQUIRED**)



- Second Buddy Shift **(REQUIRED)**

Requirements

- Must be 18 years or older
- Attend an interview
- Previous animal experience and knowledge is considered an asset
- Can be trusted with handling confidential information
- Basic computer knowledge, familiar with emails and Microsoft Office programs
- Comfortable with repetitive tasks and data entry
- Previous administrative experience considered an asset
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[CLICK HERE TO APPLY!](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted. Applicants will receive an update on application status with 3 – 4 weeks of applying.
