



# GERMAN SHEPHERD RESOURCE AND RESCUE CENTER

## VOLUNTEER JOB DESCRIPTION

If you volunteer to be a member of the Administrative Team, you are the oil that keeps the machine running! You make sure that nothing falls through the cracks! You are the binding that holds the organization together!

Your team will love and adore you, but mostly you are the person who works behind the scenes. Often, you will be responsible for a huge success but no one will know. If you want recognition and kudos, this is not the place to be. You do whatever needs to be done, including but not limited to:

- You will soothe ticked off volunteers
- You will placate disgruntled foster homes
- You apologize to the donors who sent in huge donations and did not get recognized
- You make sure everyone other than yourself else gets the attention they need.
- You may have to clean up the poop of a dog on its way to its Forever home

If this sounds like your cup of tea, you ARE crazy and the Administrative Team wants you!!!!

### ADMINISTRATIVE TEAM VOLUNTEER

<p>POSITION DESCRIPTION</p>	<p>Administrative Team Volunteers are critical to the Center's success and provide support needed keep the daily operations of the rescue running smoothly. We are looking for several volunteers for this position.</p> <p>Administrative volunteers will be responsible for the upkeep of many aspects of our rescue including clerical work such as tasks such as typing, filing, data entry, and mailings.</p> <p>You may also organize, update and maintain files, follow-up with volunteers, members, and donors, communicate and distribute information, and anything else that needs to be done that day.</p> <p>You will update the Board of Directors on activities, and recommend changes that would help the organization.</p>
<p>WHAT YOU NEED TO DO THE JOB.</p>	<p>A telephone and a sense of humor.</p> <p>If you have a computer, internet access, email, and/or MS Office experience, great. If you don't, NO WORRIES ...we got lots to do and we'll figure it out together!</p>

SHIFTS	<p>Flexible. We would prefer a regular time commitment (e.g. one hour per week) but we are open to whatever you can offer.</p> <p>We often have short term special projects for volunteers who can only offer help for a certain period of time!</p> <p>If you prefer, we could assign you the responsibility of a specific task and you would propose your own schedule and time commitment.</p>
LOCATION	<p>Most duties are carried out from the volunteer's home. May be asked to attend one meeting per year with the Board of Directors.</p>
COMMITMENT	<p>We would prefer a 1 year commitment but will take what you can give.</p>
TRAINING REQUIRED	<p>Attend a Volunteer Orientation that explains the overall objectives of the Center as an organization. This can be done in person or by telephone.</p>

*Note: All Volunteers must complete a volunteer application, sign a release and liability waiver and receive approval from the GSRRC BOD. Completing and submitting this application does not indicate acceptance and placement. Acceptance into and continued participation in the volunteer program is, among other things, dependent the volunteer's approach and comfort level of working with animals, rescue groups, animal shelters and GSRRC's specific activities, and whether GSRRC has positions available for the volunteer's specified time slots.*