



**HUMANE SOCIETY**  
of sonoma county  
Santa Rosa

## Volunteer Job Description

*Humane Society of Sonoma County training methodology and philosophy is force-free and animal-friendly, utilizing primarily positive reinforcement. HSSC does not condone the use of aversive training methods, defined as “any circumstance or event that causes pain, fear, or emotional discomfort.”*

<b>Position Title:</b> HSSC Admin Support Team Member	<b>Supervisor:</b> Dept Manager per project
<b>Location:</b> HSSC shelter; project basis, some can be done at your home.	<b>Time Commitment:</b> 2-4hrs/week +
<b>Position Description:</b> Support various departments with administrative tasks such as data entry, copying	
<b>Responsibilities: projects vary...</b> <ul style="list-style-type: none"><li>• Data entry</li><li>• Scanning, filing, copying</li><li>• Labeling and mailing fundraising campaign materials</li><li>• Working in word docs, powerpoints, or excel workbooks</li></ul>	
<b>Requirements:</b> <ul style="list-style-type: none"><li>• Very comfortable with computers</li><li>• Experience with data bases, excel, web-based systems</li><li>• Accurate data entry, spelling and grammar skills</li><li>• Ability to focus and concentrate, attention to detail</li><li>• Reliable and able to commit to full project</li><li>• Able to work independently with little to no staff supervision</li><li>• Will sign confidentiality agreement</li></ul>	
<b>Benefits:</b> Admin help for our various departments with admin assignments and projects is incredibly valuable and appreciated by our staff. Most staff have office pets or foster animals, and you will be able to visit with animals while doing a great service helping our team tackle time-consuming administrative tasks, make deadlines, and focus on other parts of our work.	
<b>Feedback/Evaluation</b> We are happy to accept feedback at any time, and evaluation of work will be on an as-needed basis.	
<b>Training:</b> Attend General Volunteer Orientation to get started; schedule 1 on 1 training or meeting with department that has project needing help.	

