Volunteer Office Assistant Job Description

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines. This will include returning phone calls and other administrative tasks assigned by the Project Director. This position helps to extend the resources of Silver Paws, Inc. to better assist and direct the needs of our mission and vision. Silver Paws, Inc. dba Pet Partners of East Texas’ mission is to serve children and adults of East Texas with diverse needs (mental, emotional and physical disabilities) using canines to bring hope and healing through animal assisted activity and therapy programs.

Essential Duties and Responsibilities:
- Returning phone calls
- Data entry
- Filing
- Scheduling Volunteer Handler-Canine teams’ visits
- Initiating first contact with various facilities for follow up by Program Director
- Other duties specifically around coordination of special events, or as assigned

Requirements:
- Must be an animal lover
- Must be available during the day
- Must present a professional appearance and friendly manner
- Must be dependable, punctual, courteous and personable dealing with the public
- Be self-directed, willing to take initiative, detail-oriented and very organized
- Respect and maintain confidentiality of Silver Paws, Inc.’s volunteers, board members and donors
- Must be tech savvy
- Must be alcohol and drug free

Training and Supervision
- Attends volunteer orientation and completes training supervised by the Program Director

Evaluation:
- All volunteers will complete a 60 day evaluation

Time Commitment:
- This position will be required for a total of 10 hours a week, more time may be asked of volunteer if able to assist with marketing events
- Various times of the day during the week – Project Director and Volunteer Assistant will coordinate

Benefits:
- Knowledge that you are working as a team to ensure that the program functions smoothly
- Working with like-minded people
- Goal to be a canine therapy team can be realized