



## **Volunteer Role Description**

# **Administrative Assistant**

### **Aim of volunteering role:**

To work with the rehoming staff and office based employees providing additional help with greeting clients and following rehoming procedures, admin tasks and possible additional duties.

### **Tasks:**

1. To wear the issued volunteer badge.
2. To assist the staff in various admin tasks how instructed.
3. To greet clients and follow rehoming procedures when behind reception.
4. To do follow up rehoming calls how instructed.
5. To follow all instruction given on health & safety.
6. To attend pre arranged meetings held at Gables Farm Dogs' & Cats' Home to discuss any current or future issues and developments.

### **Time:**

Flexible time commitment, pre arranged with the Volunteer Co-ordinator.

### **Place of work:**

Gables Farm Dogs' & Cats' Home

### **Volunteer Co-ordinator:**

Carol Steel

### **Transport needed:**

Due to the location of the centre, volunteers require own transport. There are no public transport links to the Home.

### **Skills required:**

1. Interest in and commitment to the work of the Home.
2. A calm personality, flexibility and the ability to follow instruction.

### **Benefits offered:**

1. Tea, coffee provided for break times.
2. Full insurance cover.
3. Reference available after 3 months volunteering.

### **References:**

Two personal references required.

**\* Please note there are limited placements available**