



## Office Volunteers

### General

EHS is looking for Office Volunteers. We require a commitment of 1 three or four hour shift per week for a six month duration. Shifts are either 10:30am-1:30pm or 1:30-4:30pm during the week, or 2:00-6:00pm on weekends. Currently we are looking for regular and relief volunteers for a variety of shifts.

### Primary Duties and Responsibilities

- greeting visitors and managing traffic flow for tours
- answering questions regarding surrendering, adopting, and volunteering in person, over the phone, and over emails
- redirecting people as required to other resources in situations such as injured wildlife, potential animal abuse, feral cats, spay/neuter clinics etc.
- accepting and processing donations, merchandise sales, memberships
- advising public of upcoming events and fundraisers
- data entry, mail organization, receiving deliveries, writing thank you letters
- minor cleaning duties (wipe surfaces, refill supplies, toilets, garbage, etc.)

### Skills Required

- able to lift move small loads (donations) up to 10-15 pounds
- experience working with the public
- basic computer skills such as using email and searching the internet
- able to do some minor data entry, familiarity with google apps preferred but not required
- ability to remain calm and composed when it gets busy
- friendly, positive, upbeat individual
- reliable and comfortable working without supervision.

**Please visit us at:** [www.etobicokehumanesociety.com](http://www.etobicokehumanesociety.com)

**Please submit an online application:** <https://etobicokehumanesociety.com/volunteer-animal-shelter/>