



Administrative Volunteer Job Description

Reports to: Volunteer Manager

Position Summary: Assist Healing Reins in additional administrative roles, including but not limited to preparing mailings, answering phones, data entry, and word processing.

Qualifications:

- All Administrative Volunteers must have filled out the volunteer application.
- Tidy and organized in an office setting.

Administrative Volunteer Responsibilities:

- Provide support as needed for administrative duties, such as mailings, photocopying, filing, word processing, answering phones, and data processing.
- Work as a team with staff and other volunteers.
- Follow directions from staff.
- Ensure compliance with all Healing Reins policies.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and/or skills that may be required.