



# Centre County PAWS

## Front Desk and Administrative Volunteer Opportunities

### **Front Desk volunteer**

On the job training with a mentor required.

Shifts available: 10:45 – 1:30 and 1:30 -4 weekends, 4:45-7 Mondays, 11-2 Tuesdays.

- *Welcome all volunteers and visitors to PAWS warmly, answering questions and directing visitors appropriately.*
- *Accept donations from visitors, give receipts for in kind donations, and thank donors on behalf of PAWS.*
- *Answer phones and provide accurate information to callers.*
- *Answer phones and take information on dog and cat surrenders and lost/found dogs and cats.*
- *Help with administrative PAWS projects as needed.*
- *Work closely with other volunteers on duty and the Shelter Supervisor to ensure that all information given out is completely accurate and in line with all PAWS policies and guidelines.*
- *Maintain familiarity with PAWS policies and procedures, in order to always offer accurate information.*
- ❖ *Coordinator opportunity available.*

### **Lost and found coordinator**

Individual training required.

Can be done from home.

- *Maintain the PAWS lost and found document.*
- *Maintain online database with pictures of lost animals.*
- *Respond to lost animal calls and emails.*
- *Post lost animals to the PAWS Facebook page.*
- *Keep lost and found information up to date.*
- *Send lost pet alerts to the PAWS volunteer listserv as appropriate.*

### **Juvenile community service supervisor**

- *Supervise individuals completing community service hours at the PAWS center.*
- *Maintain and submit list of hours completed/individual.*

**Volunteer Team volunteer**

- *Work with various teams in PAWS to determine best practices for welcoming and training incoming volunteers.*
- *Contact new volunteers as needed to help evaluate the new volunteer process.*
- *Help promote the PAWS volunteer program and recruit new volunteers.*
- *Help plan and coordinate PAWS volunteer appreciation events throughout the year.*
- ❖ *Committee chair opportunity available.*

**IT volunteer**

- *Update software on computers at the PAWS Education and Adoption Center as needed.*
- *Repair computers as needed at the PAWS Education and Adoption Center.*
- *Assist with maintenance of the PAWS website.*
- *Help, as possible, with consolidating programs and databases with new software/systems to prevent duplication of data entry.*
- *Train volunteers as needed on new software/programs.*
- ❖ *Coordinator opportunity available.*