

Chico Animal Shelter Volunteer Role Description

Position Title		Records Assistant	
Direct Supervisor		Front Desk Supervisor	
Organization Mission			
<p>Courteously and compassionately promote the health, safety and welfare of citizens and animals in our community by honoring the human-animal bond, treating each person and animal as an individual, and providing humane care and positive outcomes for unowned/unclaimed animals.</p>			
Activities and Goals			
<p>Assist front desk staff in maintaining animal records and keeping files up to date.</p>			
Duties and Responsibilities			
<ul style="list-style-type: none"> • Scan paper records into the computer and save in digital format using the officer copier • Enter information about animals, people, medical treatments, and other pertinent information into the shelter's database • Assemble Adoption Packets for animals available for adoption 			
Minimum Time Requirements			
<p>1 hour per week or more, as needed. All days and hours available (9:00 AM – 6:00 PM). Mornings are quieter. Ongoing need.</p>			
Location/Work Environment		Eligible for work at home	
<p>Front office at animal shelter. May be subject to loud noises (barking dogs, phones ringing), pet hair and dander, unruly animals coming through the office.</p>			
Interaction With Animals	x	None	Minimal Some Extensive
Interaction the Public	x	None	Minimal Some Extensive
Experience Needed	x	Entry Level	Prior Experience and/or Training Needed
Skills/Qualities Required			
<p>Good attention to detail and organizational skills Ability to use computer, copier, keyboard Comfortable learning new computer programs Ability to take direction and follow shelter standards</p>			
Orientation and Training			
<p>Training session on how to scan, rename, and save documents, and training on how to enter data into shelter database.</p>			
Other			
<p>NOTE: Because of access to the City computers, this position will require volunteer is Live-scanned (fingerprinted) before being able to start. Although not directly working with animals, volunteer is required to wear closed-toed shoes and long pants.</p>			