

## Development Volunteer Position Description

### Major Objective

Assist fun and friendly Larimer Humane Society development staff with important day to day operations.

### Duties

- Data entry
- Write thank-you notes to donors
- Label and sort material for bulk mailings
- Photo-copy documents
- Meter/stamp postcards and envelopes
- Assist in the facilitation of fundraising events (creative input appreciated)

### Training

- Attend a Volunteer Orientation
- Complete Volunteer Profile
- Interview with Development staff person
- Attend LHS 101
- Program training with the development team

### Commitment

We ask that Development Volunteers commit to at least one hour of service per week and are at least 18 years of age or older.

### Volunteer Profile

Detail-oriented, professional, quick-learning individual. Legible hand-writing. Basic knowledge of office machinery and personal computers a plus. Willingness to perform repetitive tasks and work closely with Development staff.

### Volunteer Benefits

- Play crucial role in raising money to care for the animals
- Clerical experience
- Experience handling money
- Computer experience

- Flexible scheduling and duties
- Low-stress, clean working environment
- Great "secondary" program
- Fun experience in event planning and facilitation

#### Supervision

Direct supervision by Development staff