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LARIMER HUMANESOCIETY

Development Assistant Volunteer

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

Duties:

- Data entry
- Coordinate Thank You letters
- Label and sort material for bulk mailings
- Photo-copy documents
- Meter/stamp envelopes
- Various basic duties for the facilitation of fundraising events (creative input appreciated)

Training:

- Attend a Volunteer Orientation
- Interview with Development staff person
- Program training with the development team

Commitment: We ask that Development Volunteers commit to at least two hours of service per week. Flexibility with providing additional assistance on special projects is appreciated.

Volunteer Profile: Must be well versed on computers and quick to learn new database and other programs. Detail-oriented, professional, quick-learning individual, legible handwriting, basic knowledge of office machinery 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 (updating records, compiling folders, assembling mailings, etc.)
- Computer/Raiser's Edge experience (data entry, basic online research as needed)
- Flexible scheduling and duties
- Low-stress, clean working environment
- Great "secondary" volunteer program
- Fun experience in event planning and facilitation

Supervision: Direct supervision by Development staff