



LARIMER HUMANESOCIETY

3501 East 71st Street
Loveland, CO 80538
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www.larimerhumane.org

Licensing Office Assistant Volunteer Description

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

Duties:

- Preparing tag mailings to pet owners that have renewed their tags by mail
- Correcting addresses in the data base and reprinting
- Making corrections to various information in the data base
- Make inserts for tag mailing
- Scan rabies certificates and save in PDF files
- Use postage meter for prepared mail

Training:

- Attend a Volunteer Orientation
- Interview with Licensing Supervisor or Licensing Assistant
- Attend Volunteer Animal Training (VAT)

Commitment: We ask that Licensing/Office Assistant Volunteers commit to at least eight hours of service per month.

Volunteer Profile: Organized, professional, quick-learning individual. Typing/keyboard experience. Basic knowledge of office machinery a plus. Willingness to perform repetitive tasks and work closely with administrative staff. Must maintain confidentiality.

Volunteer Benefits:

- Clerical experience
- Software experience
- Sense of accomplishment upon completing tasks

Supervision: Direct supervision by Licensing Supervisor and Licensing Assistants