

Job Description

Role:	<i>Administrative Assistant</i>
Reports To:	<i>Volunteer Coordinator</i>
Supervises:	<i>Not applicable</i>
Classification:	<i>Volunteer</i>

York County SPCA Purpose:

The York County Society for the Prevention of Cruelty to Animals (SPCA) is a charitable organization dedicated to providing long-term human and animal services to residents of York County through programs that find permanent, loving homes for displaced and stray animals, help control animal population growth, investigate and prosecute cruelty offenders and educate the general public about animal wellness and safety.

Position Overview:

The Administrative Assistant plays a vital role in assisting the Volunteer Coordinator in managing various tasks critical to the success of the York County SPCA's Volunteer program.

Essential Functions:

The Administrative Assistant's responsibilities may include and is not limited to the following, depending on the current needs of the program:

- Respond to volunteer inquiries daily, including volunteer applications and other requests via the SPCA Volunteer email.
- Assisting with recruiting and onboarding new volunteers. This may involve conducting orientation sessions, providing information about shelter policies, and ensuring volunteers complete necessary paperwork.
- Conducting virtual and in-person open house events for potential volunteers.
- Assisting in maintaining accurate volunteer hours, activities, birthdays, and achievements records. This information may be used for reporting and recognition purposes.
- Assisting with event planning and organization for volunteer-based activities.
- Attending bi-weekly in-person or virtual touch-base meetings with the Volunteer Coordinator.

Education and Experience:

Required:

- Must be 18 years of age or older.
- Must have reliable transportation to and from the shelter.
- Must attend YCSPCA New Volunteer Open House, Orientation, initial training, and any future training required by the volunteer coordinator.
- Volunteers are required to carefully review and consent to the guidelines outlined in the volunteer handbook, including, but not limited to, social media communication and interaction guidelines.

Preferred:

- Background in animal care or rescue work.
- Experience working in an office-like environment.

Skills and Abilities:

- Possesses a strong passion for the York County SPCA's mission, compassion for animals, and commitment to animal welfare.

- Has strong interpersonal and communication skills.
- Has organizational abilities.
- Ability to work in a fast-paced and emotionally charged environment.
- Effective teamwork, leadership, and problem-solving skills.
- Works efficiently without shelter staff supervision.

Working Conditions and Expectations:

- Comfortable with the unique aspects of working with animals, including their natural odors and excrements, the possibility of animals experiencing medical conditions, the chance of minor bites and scratches, and exposure to moderate noise levels.
- Ability to work with other volunteers who share the same or similar responsibilities.
- Volunteers will be expected to sign up for shifts, log their hours, complete training, communicate with other volunteers and staff, etc., using a digital database that is accessible via computer and/or cellular application, which they will receive training for.

Benefits:

- The satisfaction of making a positive difference in the lives of pets awaiting their forever homes.
- The opportunity to build connections with fellow animal lovers through a fulfilling experience.
- The opportunity to assist in maintaining a program that is especially essential to the well-being of the York County SPCA.

Physical Requirements:

- Must be able to stand, walk, sit, talk, hear, stoop, bend, squat, kneel, grasp, grip, and put fingers together firmly. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.