



## **Administrative Assistant Volunteer**

### **Objective**

To assist the Animal Rescue League of Berks County (ARL) staff with administrative support and special projects.

### **Supervisor**

Volunteer Coordinator or designated team member

### **Requirements**

- Positive, friendly, can-do attitude
- Professional appearance and manner
- Excellent telephone manner
- Good interpersonal and communication skills
- Clear legible handwriting
- Ability to work and collaborate with a team as well as work on independent projects
- Demonstrated reliability and ability to complete tasks
- Demonstrated computer skills, including the Internet and Microsoft Office programs preferred
- Ability to perform multiple tasks at one time
- Minimum of 18 years of age
- Dedication to the ARL mission
- Serve as an ambassador for the ARL in our community

### **Responsibilities**

- General office duties: data input; filing, organizing
- Assist with additional projects, including project development, as needed

### **Training Requirements**

Supervised on-the-job training with Volunteer Coordinator or designated team member

### **Dress Code**

Appropriate attire

### **Location**

- ARL at 58 Kennel Road, Birdsboro, PA 19508