



YourSPCA.org || 300 Harlem Road
716.875.7360 || West Seneca, NY 14224

VOLUNTEER JOB POSTING

POSTING DATE: 6/13/2018

POSITION AND DEPARTMENT: Behavior Assistant, Behavior

LOCATION: SPCA

COMMITMENT: High, same day and time each week

END DATE: Until filled

JOB DESCRIPTION

Assist the small animal and exotics coordinator with daily tasks.

Principle Duties and Responsibilities

- Communicate needs and notes to volunteers and guests.
- Assist with training volunteers.
- Assist with office work (paperwork, computer work, filing, phone calls, etc.).
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Outstanding communication skills.
- Proficient computer skills (Microsoft Office 365).
- Knowledge of small animals and exotic animals, or willingness to learn.
- Must relate well to the staff, volunteers, and guests in the shelter.

How to Apply

No phone calls, please. Please email Mark, Small Animal and Exotics Coordinator, at marks@yourspca.org.