



VOLUNTEER POSITION DESCRIPTION BEHAVIOR

TITLE:

Behavior Clerical Assistant BH-BCA

MAJOR OBJECTIVE:

Providing support to the Behavior department by assisting with clerical and administrative duties.

RESPONSIBILITIES:

1. Input behavior plans and assessments in to Shelter Buddy software
2. Provide plans to enrichment volunteers
3. Miscellaneous duties

QUALIFICATIONS:

1. Outgoing and friendly
2. Excellent communication and social skills
3. Computer savvy
4. Be able to work independently
5. Dedication to the center's philosophies
6. Minimum 16 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with Volunteer Services Manager or designee

TIME AND PLACE:

Shifts available during regular hours of operation.

COMMITMENT:

Minimum of three hours per week for six months

SUPERVISION:

Direct supervision by the Center Behaviorist and/or Director of Operations. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter

4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!