

## Chico Animal Shelter Volunteer Role Description

<b>Position Title</b>	<b>Newsletter</b>		
<b>Direct Supervisor</b>	<b>Front Desk Supervisor</b>		
<b>Organization Mission</b>			
<p>Courteously and compassionately promote the health, safety and welfare of citizens and animals in our community by honoring the human-animal bond, treating each person and animal as an individual, and providing humane care and positive outcomes for unowned/unclaimed animals.</p>			
<b>Activities and Goals</b>			
<p>Create a shelter newsletter for the public.</p>			
<b>Duties and Responsibilities</b>			
<p>Create a print and/or electronic newsletter with information about current events and available animals at the shelter using information provided by shelter staff, volunteers and gathered personally.          For print newsletter should be created in digital format ready to print.          Electronic newsletter will be created in MailChimp or other cloud-based email format.</p>			
<b>Minimum Time Requirements</b>			
<p>Approximately 3-10 hours per month.</p>			
<b>Location/Work Environment</b>		<b>x</b>	<b>Eligible for work at home</b>
<p>Can be done in the front office of the animal shelter or from home. At the shelter, may be subject to loud noises (barking dogs, phones ringing), pet hair and dander, unruly animals coming through the office. Can also be done from home.</p>			
<b>Interaction With Animals</b>	<input type="checkbox"/>	None	<input checked="" type="checkbox"/> Minimal
<b>Interaction the Public</b>	<input checked="" type="checkbox"/>	None	<input type="checkbox"/> Minimal
<b>Experience Needed</b>	<input checked="" type="checkbox"/>	Entry Level	<input checked="" type="checkbox"/> Prior Experience and/or Training Needed
<b>Skills/Qualities Required</b>			
<p>Good attention to detail and organizational skills          Ability to meet deadlines          Good communication skills          Ability to use and learn online computer programs          Ability to take direction and follow shelter standards          Ability to work independently</p>			
<b>Orientation and Training</b>			
<p>Training will involve becoming familiar with shelter policies, procedures and needs as well as guidance for newsletter format.</p>			
<b>Other</b>			
<p>NOTE: If working at the shelter with access to the City computers, this position will require volunteer is Live-scanned (fingerprinted) before being able to start.          If working at the shelter volunteer is required to wear closed-toed shoes and long pants. Tee-shirts, no tank tops.</p>			