



## WILDERWOOD EQUINE THERAPY

### OFFICE/ADMINISTRATIVE ASSISTANT

#### VOLUNTEER JOB DESCRIPTION

*Parameters for this Volunteer Position may include any or all of the following:*

- ☛ Assist in preparing documents such as Applications, Volunteer Forms, Waivers, brochures, media releases, letters, and or emails
- ☛ Photocopying
- ☛ Assist with answering the phone and responding to phone inquiries
- ☛ Assist with the researching of grants
- ☛ Assist with collating documents and information for grant proposals and submissions
- ☛ Filing and photocopying
- ☛ Stamping and labeling envelopes
- ☛ Recording and reporting on inventory, such as T-shirts (sizes, number), coffee mugs, paper, forms and other documents, laptops, photocopying ink
- ☛ Laundering aprons
- ☛ Maintaining and updating spreadsheets such as Volunteer List, Participant List, and Grants
- ☛ Writing thank you notes and preparing for mailing
- ☛ Records management, such as retrieving and archiving documents at year's end
- ☛ Assist with writing reports
- ☛ Assist with collating and preparing GuideStar data
- ☛ Administering and collating surveys
- ☛ Greet and assist visitors
- ☛ Perform Guided Tours for visitors