

## Volunteer Position Description

**Position:** Administration Assistant

**Department:** Corporate

Volunteers' Coordinator	
<b>Name:</b>	Rebecca Smith
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<b>Email:</b>	volunteers@rspca-act.org.au

**Location:** 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

**Hours:** Two hour shifts, in the morning or afternoon.

### About the Position

The role of administration assistant provides assistance to the corporate areas of the shelter.

### Key Duties

- Data entry;
- Assisting with bulk mailouts and promotions;
- Other general administrative tasks as they arise.

### Skills & Qualities

- Positive and upbeat attitude;
- Willingness to take direction;
- Attention to Detail.

### Benefits

- Participating in a worthwhile cause.

### Induction and training

- RSPCA Volunteer Induction;
- On the job training.

### Additional requirements

- Uniform Compliance;
- Working with Vulnerable People Registration;
- Six month commitment to volunteering with the RSPCA.

### Mission

To prevent cruelty to animals by actively promoting their care and protection.

### Vision

To be the leading authority in animal care and protection.

### About RSPCA ACT

RSPCA ACT cares for 4,000 companion and approx. 500 native animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

## Administration Assistant – Task Analysis

The role of an administrative assistant varies however is based around general base level administrative tasks. Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Irregularly	<ul style="list-style-type: none"> <li>Lifting bulk mail out items.</li> </ul>
	2. Repetitive movement	Regularly	<ul style="list-style-type: none"> <li>Data entry</li> </ul>
Work Environment	3. Works indoors	Regularly	<ul style="list-style-type: none"> <li></li> </ul>