

**City of San José
Volunteer San José**

JOB DESCRIPTION

Job Title: Administration Pal

Supervisor: Sr. Account Clerk

Length of Commitment Desired: Minimum 6 months-*10 hours per month

Dates volunteer is needed: December 2003 to ongoing

Location of volunteer work (address): 2750 Monterey Rd.

Duties:

- Light filing
- Stuffing envelopes
- Opening Mail
- Answering phones
- Assembling binders

What is meaningful about this job? A low stress position that really helps out our Administrative personnel. A behind the scenes quiet gig, but one that's a star in our book!

Desired Qualifications:

The volunteer must:

- Have a positive attitude
- Be dependable
- Be willing to adhere to policies and procedures as instructed
- Have the ability to work independently

Minimum Age Requirement: 18

Training: (*all training in-house at Animal Care Center)

- ACS Orientation
- Individual Instruction

Number of Volunteers Needed: TBD

Comments/Other:

Last Update:_____

Who updated:_____