

Office Assistant

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	1515 Shady Oaks Lane, Oakland, OR 97462
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Provide administrative support to staff by helping with common office duties
Volunteer Responsibilities	<ul style="list-style-type: none"> • Provide general administrative support including filing and photocopying • Help organize and put outreach materials together • May be required to operate utility vehicles on property
Level of Difficulty 1=easy/5=demanding <small>(physical, mental, emotional)</small>	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 3; requires strong communication skills and the ability to work independently and use good judgment • Emotional difficulty is level 1; primary interaction will be with other volunteers and staff
Expected Environmental Conditions	Workspace is an office environment
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: history and tour of Duchess, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed-toed shoes. Volunteers will be trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of Duchess and how the program area fits into the larger picture of animal protection • Develop or strengthen office, customer service and organizational skills • Learn about sanctuary management and equines in general
Position Start Date	Ongoing
Initial Minimum Commitment	Scheduling and length of service are fairly flexible; however, there is an expectation that people fulfill an initial commitment of 50 service hours with no less than 8 hours per month.
Scheduling Guidelines	Shifts are a minimum of 2 hours in length between the hours of 7 am and 4 pm.
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Strong communication skills • Able to work well independently and use good judgment • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to learn and demonstrate a familiarity with Duchess' programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS

	<ul style="list-style-type: none"> • Office experience helpful
Restrictions	<ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. • Must have reliable transportation and arrive on time for shifts • Must wear closed-toed shoes • Must learn and follow all guidelines and policies of The HSUS and Duches, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	All office equipment needed to perform work
Optional Tools/Equipment	n/a
Supervisor(s)	Director of Operations, Duches Sanctuary
Number of Concurrent Volunteer Openings	1-2 individuals
Additional Information	Duches cannot accommodate court-mandated community service.
Updated	1.16.2015