

Ten Lives Volunteer Position Description

Position title	Volunteer Administration Assistant
Description	As the largest cat shelter in Tasmania, we're pretty busy at Ten Lives! There's heaps to do behind the scenes to help our kitties find their forever home, so we need people with general administration skills to help us with our marketing and communications, foster care program, Edu.Cat program and general office duties.
Reports to	Manager/Supervisor
Location	Office
Hours of work	Monday-Friday 10am-4pm, Saturday & Sunday 10am-2.30pm
Time commitment	Due to the amount of orientation and training required for each position, we are unable to take volunteers for short periods such as one or two days or a week. In general, we ask that volunteers commit to an ongoing volunteering period of at least three months.
Responsibilities	It's important that these duties are adhered to and undertaken in a professional manner, for the smooth operation of the Centre: <ul style="list-style-type: none"> • Printing materials for our Foster Care and Edu.Cat programs • Collating materials e.g. adoption information packs, Edu.Cat packs • Mailouts of newsletters and Cat Passports • Administering direct debits for regular giving • Laminating • Collating and stocking brochures • General administrative tasks depending on skill set • Adhere to Ten Lives Workplace Health and Safety Policies and Procedures
Skills required	<ul style="list-style-type: none"> • General administration skills or ability to quickly acquire • Excellent interpersonal/communication skills • Time management and ability to prioritise • Ability to work well in a team and follow direction • Attention to detail • Reliability • Commitment to animal welfare • Police check
Skills gained	<ul style="list-style-type: none"> • Hands-on administration experience • Training and career opportunities • Knowledge of Ten Lives Cat Centre • Being a part of a not-for-profit organisation making a huge difference to feline welfare in Tasmania
Benefits to Centre	Our office-based staff do an amazing job but desperately need help with all those time-consuming jobs that take them away from the bigger picture. Admin volunteers free them up to work on more strategic projects, which mean even more cats find their forever homes.
Benefits to volunteer	This role provides an excellent opportunity to gain hands on administrative experience as well as contribute to our cats finding their forever home. This is a great role for those who would like to gain some office-based experience or just give back to a cause close to their heart.
Training	Ten Lives provides Induction as well as training on Centre procedures and health and safety. Specific administration training is on-the-job if required.