



Georgian Triangle Humane Society

549 Tenth Line, Collingwood, Ontario, L9Y 0W1 (705) 445 5204
www.gths.ca Registration Number 86800 4185 RR0001

Position: Resource Development Administrative Volunteer

Description: Resource Development Administrative volunteers help with general administrative tasks in the areas of marketing, communications and donor development.

Responsibility: Resource Development Administrative volunteers are responsible for assisting with general administrative tasks to support our marketing and resource development programs, including items such as:

- Data entry into Sumac database
- Card writing
- Phone calls
- Event kit assembly
- Printing materials

Qualifications:

- 18 years of age or older
- Access to transportation is an asset but not required
- Comfortable making phone calls (NO donation calls or cold calling)
- Ability to engage with the public, in an outgoing and polite manner, on behalf of GTHS
- Willingness to learn about GTHS and what we do

Time Commitment:

Minimum 4 hours per week. Looking for commitment to the same morning or afternoon each week.

Supervisor: Manager of Marketing, Communications and Resource Development

Screening Measures:

1. Excellent communication skills
2. Preferably good with computers

Position Tasks may include:

- Completion of one-on-one orientation
- Completion of Volunteer Application
- Completion of police record check (depending on tasks)