



PROVIDENCE
ANIMAL RESCUE LEAGUE

Front Desk Assistant

Objectives: Assist our Front Desk Staff in general daily duties such as greeting clients, answering general questions, assisting food pantry clients, making carriers, sweeping/mopping, restocking and organizing.

Supervisor: 1) Shelter Manager
2) Volunteer Coordinator

Days & Hours Needed:

- Shifts are available Tuesday-Saturday from 11:00 am – 1:00 pm, 1:00 pm - 3:00 pm, and 3:00 pm - 5:00 pm.

Responsibilities:

- Greeting clients, showing them to adoption areas, answering general questions
- Assisting food pantry clients
- Organize / Stock food pantry
- Laundry (washing, drying, folding, sorting)
- Restock / Organize storage areas
- Sweep / mop areas as needed
- Take out trash / recycling
- Assist Front Desk Staff with duties such as data entry, filing, photocopying
- Ensure overall cleanliness of facility

Qualifications & Special Skills Required:

- Willingness to clean up and work around animal waste
- Must be able to squat and bend
- Must be able to work safely and respectfully around animals
- Must enjoy organizing
- Must be able to follow sanitation and safety protocols
- Must maintain a positive relationship with all clients and staff
- Must be able to work independently and take initiative once trained

Required Training:

- Volunteer Orientation
- One-on-One Area Training (i.e. Laundry, office tasks, etc)