



Warriors' Angels Program Administrative Assistant Volunteer Role Description

Description

This position is a virtual volunteer role for Guardian Angels for Soldier's Pet® Warriors' Angels program within their assigned designated area for assisting a State Liaison or Assistant Liaison with the various related program administrative efforts.

This position reports to the State Liaison or an Assistant Liaison.

This position is not responsible for fundraising, attending local events as a representative of the organization, or doing presentations except in the state of TX only at this time.

Responsibilities

- Assists the program's State or Assistant Liaison with administration efforts related to maintaining required paper trail and record-keeping program needs.
- Assists with the maintenance of a state specific or an assigned designated area tracking workbook (provided by the State Liaison as an Excel workbook) which includes basic information per "Team" within their assigned designated area and maintains a record of specific dates from time of receipt of a specific application to the day of the Team's Graduation Day.
- Assists and manages any additional administrative items related to data entry, filing, emails and phone calls.
- Prepares the Organization's monthly "Volunteer Service Hours" report for recording and reporting your time during a month, emailing report as an attachment to the National Program Director no later than the 15th of the month following the reporting month.
- Check the official program assigned email account on a daily basis.
- Maintains open communications with the designated area support team members and the State Liaison on a timely basis either via email, or phone. Use of texting and/or any social media venue is not to be used for contacting program supporters/sponsors, potential Clients, etc., or other volunteers within the organization for any reason.
- At such time as the volunteer advises the State Liaison they are stepping down from this volunteer role (in writing via email), the Assistant Liaison is responsible for providing an updated assigned designated area tracking workbook to the State Liaison, along with an email advising the State Liaison of any issues they have been working on at time the Assistant Liaison steps down. Same requirement if the organization advises the volunteer their volunteer role with the Organization has officially been terminated.



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Skills

- A passion to help and support our military service members, wounded warriors, and veterans who have been medically diagnosed with PTSD, plus working with others who share this passion
- Be a self-starter, has excellent organizational, interpersonal, and management skills, plus able to work independently and as part of a "Team".
- Understand and agree to follow and adhere to the Organization's program purpose, paper trail and recordkeeping requirements, operating procedures, and program standards.
- Knowledge and/or prior experience related to individuals diagnosed with PTSD, and/or "assistance service animals" involving the "American Disability Act" (ADA) and the AKC "Canine Good Citizenship" CGC 10 step program definitely helpful.
- Knowledge and experience interacting with service members or veterans who have been medically diagnosed with PTSD, definitely helpful.
- Working knowledge with and access to MS office (such as Word, Excel) or similar software (Open Office)
- Ability and proficient in communicating via the internet, phone calls, and email.
- Office management and/or administrative experience preferred.
- Ability to handle detailed information extremely helpful
- Able to commit at least 1 year in this position
- Estimated Program Volunteer Time per Month: averaging 30 - 35 hours