

Volunteer Opportunities

Administrative Assistant

We are looking for volunteers to work in our office at the Bayston Hill shelter. Duties include:

- Answering the telephone
- Filing
- Printing
- Arranging appointments
- Operating a Windows 7 computer system

If you are interested in volunteering for half a day or more during the week or weekends, please contact Gill or Marion 01743 872857 for more information and an application form.

Secretary

We are looking for someone with secretary experience who can fulfil some of the following duties:

- Take minutes at monthly meetings held in the evening
- Record minutes and distribute with agenda to relevant officers
- Type up letters on behalf of the Trustees

This position can be run from your own home provided you have a computer, otherwise access to our office in Bayston Hill can be arranged as necessary. Please contact Gill or Marion 01743 872857 for more information and an application form.