



3501 East 71st Street
Loveland, CO 80538
Phone: (970) 226-3647
Fax: (970) 226-2968
www.nocohumane.org

Mailing Assistant Volunteer

Description:

Development engages with our community through individuals and businesses that support NOCO Humane's mission and want to get involved through donations and sponsorships. The development team ensures that past donors continue to donate by providing acknowledgment letters and exciting incentives. Along with donations, development ensures we receive the appropriate grants and sponsorships for events. As a nonprofit organization, our donations and grants are part of ensuring we can continue to fulfill our mission.

Objective:

Mailing Assistants will work with the development team to prepare letters and bulk mailing pieces, assist with special projects and tasks leading up to events, and other non-computer related tasks. Potential to assist with running errands and dropping letters off at the post office.

Supervision:

Directly reports to the Development Associate, Development Associate Lead and Development Manager

Requirements:

Mailing Assistants must be at least 16 years of age or older. If driving on NOCO Humane's behalf, Mailing Assistants must be at least 21 years of age.

Volunteers 18 years of age and older must complete a national criminal background check and sex offender search.

Commitment:

We ask that Mailing Assistants commit to at least two hours of volunteer service per week for a minimum of six months.

Working Conditions:

All volunteer work is performed in the animal shelter setting. There is a potential for exposure to zoonotic diseases and cleaning chemicals. Potential for sedentary desk work the duration of shift. Remote opportunities may be available.

Training:

- ☐ Attend a Volunteer Orientation
- ☐ Interview with a member of the development team
- ☐ Attend Non-Animal Handling Training and shelter tour
- ☐ Attend on the job mailing training with development team

Duties:

- ☐ Prepare Donor Thank You letters for mailing
- ☐ Label and sort special materials for bulk mailings
- ☐ Meter/stamp envelopes and use a paper cutter to prepare mailing inserts
- ☐ Event support including sorting, mailings, organizing, and assisting with special projects as needed

Dress Code:

- ☐ Green volunteer t-shirt
- ☐ Closed-toe shoes

Department Contact Information:

development@nocohumane.org

(970) 226-3647 ext. 6150