



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

Licensing Office Assistant Volunteer

Description:

The licensing department works day to day to ensure that animals in our community are appropriately licensed. A license is required to be worn by all dogs in Larimer County and all cats inside of city limits, as well as renewed on a yearly basis. Animal licenses are essential in ensuring that animals are reunited with their owners as quickly as possible

Objective:

To assist the Licensing department with data entry, preparing mailings, scanning in documents, as well as other administrative work as requested. This is a non-animal handling position.

Supervision:

Directly reports to Licensing Supervisor and Licensing Assistants

Requirements:

Licensing Office Assistant Volunteers must be at least 16 years of age

Must have computer experience and be able to learn to operate our shelter software

Must maintain confidentiality

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

Commitment:

We ask that Licensing Office Assistant Volunteers commit to at least 8 hours of volunteer service per month.

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.

Training:

- Attend a Volunteer Orientation
- Interview with the Licensing Supervisor or a Licensing Assistant
- Attend Non-Animal Handling Training and shelter tour
- Receive first shift on the job training

Duties:

- Preparing tag mailings to animal owners that have renewed their tags by mail
- Correcting addresses in the data base and reprinting
- Making corrections to various information in the data base
- Make inserts for tag mailing
- Scan rabies certificates and save in PDF files
- Use postage meter for prepared mail

Dress Code:

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