



## VOLUNTEER JOB POSTING

**POSTING DATE:** 3/9/20

**POSITION AND DEPARTMENT:** Wildlife Data Entry, Seasonal (April - October)

**LOCATION:** SPCA Main Shelter

**COMMITMENT:** 2-4 hours per week; flexible (8 a.m. - 4 p.m.)

**END DATE:** Until filled

### Job Description

Data entry volunteers will enter patient admission forms and/or patient medical information into an online database called WRMD. No previous experience is required with WRMD. The ideal candidate should have attention to detail, good typing proficiency, and minimal errors with data entry.

### Principle Duties and Responsibilities

- Data entry
- Accurate input of data
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

### Requirements

- Attention to detail
- Proficiency in typing and minimal errors of data entry
- Exceptional kindness to all animals, guests, volunteers, and staff per our core mission.
- Willingness to work with and respectfully communicate with all staff and volunteers.

### How to Apply

Please email Dawn at [dawnm@yoursPCA.org](mailto:dawnm@yoursPCA.org).