

## Volunteer – Administration Assistance

<b>Position Title</b>	Volunteer Support – <b>Administration Assistance</b>
<b>Reports to</b>	Volunteer Coordinator
<b>Location</b>	Pegasus Riding for the Disabled, Holt, ACT
<b>Objective</b>	
Pegasus Riding for the Disabled ACT is a not-for-profit charitable organisation providing opportunities for people living with a disability to enjoy the pleasures and benefits of therapeutic horse-facilitated programs and activities.	
<b>Outline of Volunteer’s responsibilities and list of tasks:</b>	
<p>From time to time, Pegasus will require some administration assistance. This could be for a short-term project or a one-off event. The role could be helping Programs, Fundraising or Administration. Exact duties will vary depending on the nature of the project or event.</p> <p>Tasks could be similar to but not exclusive of the following:</p> <ul style="list-style-type: none"> <li>• Mail outs.</li> <li>• Assisting with paperwork such as filing and archiving.</li> <li>• Data entry.</li> <li>• Assisting with scanning and electronic filing.</li> <li>• Making phone calls.</li> <li>• Assisting with administration for: <ul style="list-style-type: none"> <li>○ Participants.</li> <li>○ Volunteers.</li> <li>○ Events and Fundraising.</li> <li>○ Office.</li> </ul> </li> </ul>	
<b>Experience, Training and Support Plan:</b>	
<ul style="list-style-type: none"> <li>• Previous administration experience is an advantage but not essential.</li> <li>• Induction is to be completed.</li> <li>• On the job training provided.</li> <li>• Thorough knowledge and understanding of Pegasus’ Privacy Policies.</li> <li>• Ongoing mentoring, support and training provided.</li> </ul>	
<b>Time commitment:</b>	
Negotiable and will depend on the actual project.	
<b>Benefits:</b>	
<p>Volunteering at Pegasus is a fun and fulfilling experience. Pegasus is a friendly happy community, where everyone is welcome and valued. Volunteering at Pegasus provides an opportunity to help people living with a disability to develop their abilities.</p> <p>Benefits of volunteering at Pegasus include:</p> <ul style="list-style-type: none"> <li>• Opportunity to expand your range of skills and experience.</li> <li>• Physical activity and lots of fresh air and stunning views.</li> <li>• Enjoyable social interaction and involvement with horses and children.</li> <li>• Promotes a sense of wellbeing and happiness.</li> </ul>	