

Volunteer Opportunities
From the Comfort of Your Computer



Noah's Ark Society
A 501(c) 3 Non Profit
Animal Rescue

P.O. Box 158159 Nashville, TN 37215 (615.438.7184) noah@noahsarksociety.org

VOLUNTEER FROM THE COMFORT OF YOUR COMPUTER

THESE ARE LIMITED TIME COMMITMENT VOLUNTEER OPPORTUNITIES THAT CAN BE COMPLETED FROM A PHONE OR COMPUTER.

EBAY TRADING ASSISTANT

We utilize Ebay for some online fundraising. As our trading assistant you would manage the Ebay account, listing items as needed, researching values of collectibles online, and setting pricing correctly to help us raise money for the animals. You can optionally hold on to the merchandise inventory that has been donated to us, and take care of shipping to winners, or you can just manage the account and let us know when we need to ship sold items. This volunteer role takes about 1 hour each week.

THE UNWANTED HORSE COALITION

We are registered with A Home For Every Horse, the non-profit rescue arm of The Unwanted Horse Coalition. A Home For Every Horse provides free classified listings for our equines on Equine.com. If you are good at online animal listings and know horses, we would love to have you join the team to manage our equine.com account. You will write descriptions and abilities of horses, ponies and donkeys, and post photos as well. This volunteer role takes about 1 hour each month.

ADOPTION REFERENCE CHECKER

We ask every applicant to provide 2 personal references and 1 vet reference when they apply to adopt an animal from Noah's Ark Society. We have a reference check form, and are looking for volunteers to be on our reference check team to work with an adoption coordinator and verify references when someone applies to adopt. This role is as simple as picking up the phone to make a call. Reference checking requires someone to check their email at least once a day to see if there is a reference check need, and take up to 15 minutes a day on the days when references are needed. Some weeks that is every day, some weeks it is not needed at all, it just depends on how much the applications ebb and flow.



MAILING LIST

Every application that comes in to Noah's Ark Society needs to be added to our online database. This allows us to keep our adopters up to date on Noah's Ark Society events, check in post adoption, and get updates on adopted animals. Our Mailing List volunteer will need to set aside about 1 hour a week, or a few minutes each day to login in to our online, cloud based software, Rescue Connection, and add the names, email address, and phone #'s of people who have applied to adopt to our database. This is a data entry role that can be done from any computer with internet access. It takes a little while each day, but is critical to the growth and success of our organization.



CORRESPONDANT

Are you cordial, and polite? Know what to say at just the right time? We need someone to take charge of Thank You Cards, Condolences, and other written communication. There's nothing like receiving a handwritten note in the mail anymore. Help us with being the considerate people we are by using your excellent manners and writing skills for Noah's Ark Society. Commitment is less than 1 hour per week.

ADDITIONAL OPPORTUNITIES – FROM YOUR COMPUTER

DOCUMENTATION COORDINATOR

We all get busy, and sometimes steps in our process are neglected. Keep up with our documents in Dropbox, a cloud based file cabinet and help our team not to forget important document like reference checks and vet records. Having completed files helps us to keep adopters happy, and speeds up adoption committee decisions for animal placement. This role requires someone who is very detail oriented who wants to scan the database on a weekly basis and send our updates to the team on missing documents.

SUCCESS STORIES

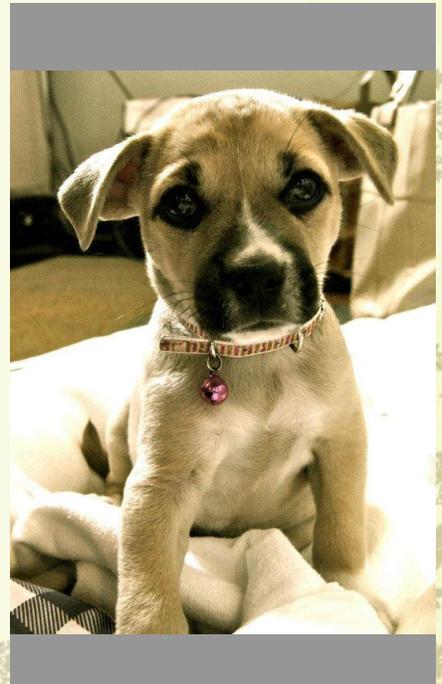
One of the most heartwarming parts of rescue is to get to see the fabulous photos of animals in their forever home. Sometimes the “before” is as simple as a dog being stray, other times it is a situation with a history of graphic abuse or neglect. As a success story volunteer you will update our website with stories of adopted dogs and their photos of before, during and after rescue. Sometime adopters are anxious of what will happen with an adopted dog, and seeing the wonderful successes that we have is all it takes to get a great family off the fence; to take the next step and fill out an adoption application. This volunteer opportunity has an upfront time need just to get us caught up, but once we are up to date, will only be about 30 minutes a week.

BLOGGER

Do you have a way with words? We have a blog called Aboard the Ark. The blog feeds to our website and we feature the write-ups on our website. The blog updates are sometimes about events, sometimes about dogs, and may even be articles about canine or equine wellness. If you are interested in helping with the blog we can give you a topic, editorial review, and then let you blog to your heart’s content. We ask that all content be rated ‘G’, as we have kids of all ages that look at our website and Facebook. The blog commitment can be what you want to make of it, but at a minimum should only take 15 to 20 minutes a week.

DESKTOP PUBLISHING

Is desktop publishing your forte? This computer based volunteer role is a little bit more intensive than some of the others. We want to provide a monthly newsletter to all of our members, and need someone to help get us laid out, edited, and ready for printing. You can be Mac or PC based, but will need desktop publishing software and the skills to do a nice professional job at portraying the mission of Noah's Ark Society visually in print. Various writers will volunteer to contribute for content, but our desktop publishing volunteer will have a lot of creative license to put together a newsletter to be proud of. This role will take 10+ hours per month.





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