



RMFR
ROCKY MOUNTAIN FELINE RESCUE

Rescue. Love. Adopt a Cat.

Rocky Mountain Feline Rescue Volunteer Program

Job Title: Front Office Assistant

Work Location: 2390 S. Delaware St.

Purpose of Position: Front Office Assistants provide support to the Front Office Manager, Head Veterinary Technician, and Adoption Counselors.

Responsibilities: Our Front Office Assistant Volunteers are supervised by the Front Office Manager and provide support by:

- Scanning files.
- Answering phones and checking messages.
- Filing.
- Providing general office support.

Required Skills: This volunteer position requires:

- Detail oriented.
- Good customer service skills.

Training Provided: Specific on the job training will be provided by the Front Office Manager prior to working your first shift.

Time Commitment Requirement:

- Shifts are scheduled in two hour increments.