



Volunteer Opportunity

To apply, send resume and cover letter to Tamra Stafford at tstafford@airzoo.org

Position Title: Data Entry Volunteer

Supervisor: Collections Manager

Position Objectives: This position requires a minimum of a 12 month commitment for an average of 192 hours a year or an average of 16 hours per month.

Responsibilities

1. Input collected data into PastPerfect5 database
2. Ensure that all data is entered accurately
3. Review all information entered and make corrections where necessary

Requirements

1. Excellent organizational skills
2. Detail oriented and committed to tasks
3. Works well independently
4. Knowledge of database programs
5. Ability to sit for long periods of time when using the computer
6. Ability to commit to at least 2 consecutive hours of volunteering