



## VOLUNTEER INFORMATION SHEETS

For questions contact Sarah at [sarahmortimer@tortoisegroup.org](mailto:sarahmortimer@tortoisegroup.org)

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### ADMINISTRATIVE FUNCTIONS

If you enjoy talking with other tortoise enthusiasts and prefer to volunteer from the comfort of your home, then this position may be for you! You can choose from answering Hotline calls, writing and editing articles for the Tortoise Group Newsletter or assisting with Data Entry after clinics and special events. A volunteer position working with our Administrative Team is very rewarding and would ideally suit someone who can respond to phone calls within 24 hours, has good communication skills, and is detail oriented.

#### Volunteer skills for the Hotline

- Common phone etiquette
- Able to answer the phone during business hours (8am-5pm)
- Willing to answer questions people may have
- Respond to phone calls in a timely manner (within 24 hours)
- Represent Tortoise Group in an appropriate, friendly manner
- Has a schedule that the hotline can work around

#### Volunteer skills for the Newsletter & Care Sheets

- Graphic design knowledge a plus (or willing to learn)
- Strong writing and computer skills
- Able to research facts and cite information
- Enjoy working with a team remotely

#### Volunteer skills for Data Entry

- Detail oriented
- Able to maintain confidentiality
- Strong computer skills

**What to wear:** You can wear whatever you would like! You just need a phone and a computer!