



Position Title: Data Entry Volunteer
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Prepared by: Volunteer Services

VOLUNTEER POSITION SUMMARY

The California Academy of Sciences Volunteer Services Department is looking for individuals to support data entry at the Academy. This position will be project-based position where volunteers will be placed on a list that can be utilized whenever Academy departments have data entry needs. The volunteers will be supported by Volunteer Services and will assign them to projects. The volunteer's responsibilities will include working with departments to support their data entry and maintenance needs.

TIME ALLOCATION

- Projects will be on an as-needed basis
- Schedules will be flexible based on volunteer availability and the needs of the department

VOLUNTEER PROJECTS:

- Follow all Academy safety regulations
- Potential activities include:
 - Assisting with data mining and research
 - Building Microsoft Excel spreadsheets
 - Inputting information into Salesforce
 - Calling prospect organizations to find correct contacts
 - Transferring data from hard copies to digital spreadsheets/databases

QUALIFICATIONS

To perform this volunteer position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The ideal candidate will possess a combination of the following education and/or equivalent experience.

- Computer literate with proficient typing skills
- Excel/database experience helpful

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be over the age of 18
- Detail oriented
- Experience/working knowledge of Microsoft Excel
- Comfortable on the phone
- Must be self-motivated with ability to work autonomously and as member of a team.
- Excellent oral and written communication, interpersonal, and organizational skills

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.



Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 50% of the time. Must be able to lift 25 lbs.

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