



**Pets
in the
Park**

Frankston



VOLUNTEER ADMIN ROLE - WORK FROM HOME

Assist with the coordination of a local animal welfare charity. Flexible and meaningful role.

Volunteer Admin Support - Position Description

Pets In The Park (PITP) is a volunteer-led animal welfare charity providing free, monthly pop-up veterinary clinics for the pets of people experiencing homelessness in our community.

The PITP Frankston team is currently seeking friendly, organised, office-savvy volunteers to assist behind-the-scenes with clinic coordination that is integral to keeping our clinics running smoothly. This is a shared admin role, working collaboratively with a supportive team of volunteers.

This role is ideal for someone who cares about both people and animals, enjoys light administrative work, and is looking for a flexible volunteer opportunity that can largely be done from home.

What you'll be doing

You'll be part of a small, supportive team helping coordinate monthly clinic days.

Tasks may include:

- Checking and responding to clinic emails
- Reviewing referrals from service providers
- Helping ensure clients are ready for clinic day
- Sending or coordinating clinic reminders
- Communicating with other committee members
- Supporting volunteer rostering and coordination
- Assisting with general admin on monthly clinic days
- Supporting the team with fundraising
- Dog and cat cuddles - unlimited

About you

- You care about people and their pets
- You're organised, reliable, and comfortable with basic admin tasks
- You enjoy working within a collaborative team
- You are respectful and non-judgemental
- You're confident using email and simple computer programs such as word, excel, gmail
- You can contribute a few flexible hours per week

Why volunteer with PITP?

- Make a meaningful impact in your local community
- Flexible, mostly remote volunteering
- Be part of a warm, supportive and passionate team
- Share the workload—this role is designed to be manageable and not overwhelming

**There's no expectation to attend every monthly clinic day (though you're always welcome!). As a charity that exists solely due to our volunteers, we are focused on building strong and sustainable teams that ensure an enjoyable volunteering experience for everyone.

When and where does the clinic take place?

**PITP Frankston holds its monthly clinic
on the LAST Sunday of the month
from 2pm-4pm at St Paul's Anglican Church,
High St, Frankston**

Need more information?

Contact PITP Program Support Officer via
ps0@petsinthepark.org.au
or visit our website at
petsinthepark.org.au

