

# **The Gress Mountain Ranch**

## **Animal Care Volunteer**

The Gress Mountain Ranch located in Orefield, PA is a non-profit animal sanctuary for large, small, and exotic animals and is dedicated to educating and helping both people and animals who have been victims of abuse, neglect, and the unwanted aftereffects.

### **Description:**

Animal Care Volunteers are responsible for cleaning pens, cages, stalls and pastures; feeding, exercising and providing for the general care of the animals. Animal Care Volunteers may also provide assistance with grounds maintenance ensuring the ranch facilities are safe and presentable for animals, guests and clients and may participate in community outreach programs such as farm tours and parades.

### **Qualifications:**

1. Love of animals and compassion for others
2. Ability and willingness to perform physical work
3. Good listening and communication skills
4. Ability to follow instructions
5. Ability to work independently and as part of a team
6. Dependable and punctual

### **Benefits:**

Animal Care Volunteers will gain skills in animal handling and training techniques, and gain knowledge of animal care, behavior, and diseases. Volunteers have the opportunity to meet new people, expand social networks, and improve social skills.

### **For more information:**

Contact Kathryn Gress at 610-398-2122 or [gressranch@gmail.com](mailto:gressranch@gmail.com).

# **The Gress Mountain Ranch**

## **Administrative Assistant Volunteer**

The Gress Mountain Ranch located in Orefield, PA is a non-profit animal sanctuary for large, small, and exotic animals and is dedicated to educating and helping both people and animals who have been victims of abuse, neglect, and the unwanted aftereffects.

### **Description:**

The Administrative Assistant Volunteer provides administrative and record keeping support for the daily activities of the Ranch, the Board of Directors, and various committees. The Administrative Assistant Volunteer will interact with individuals associated with the Ranch and will update donor, sponsor, client, and volunteer records; prepare reports, correspondence, event fliers, and other documents as needed. The Administrative Assistant Volunteer may also provide assistance with grounds maintenance ensuring the ranch facilities are safe and presentable for animals, guests and clients and may participate in community outreach programs such as farm tours and parades as time permit.

### **Qualifications:**

1. Love of animals and compassion for others; commitment to mission of Ranch
2. Strong written and verbal communication skills and telephone etiquette
3. Excellent computer skills including Word and Excel
4. Solid background in file management
5. Ability to work independently and as part of a team
6. Organized, dependable, and punctual
7. Minimum commitment of 2 hours a week

### **Benefits:**

The Administrative Assistant Volunteer will gain knowledge about administration of a non-profit organization. Volunteers will have the opportunity to meet new people, expand social networks, and improve social skills.

### **For more information:**

Contact Kathryn Gress at 610-398-2122 or [gressranch@gmail.com](mailto:gressranch@gmail.com).

## **The Gress Mountain Ranch**

### **Grounds Maintenance Volunteer**

The Gress Mountain Ranch located in Orefield, PA is a non-profit animal sanctuary for large, small, and exotic animals and is dedicated to educating and helping both people and animals who have been victims of abuse, neglect, and the unwanted aftereffects.

#### **Description:**

The Grounds Maintenance Volunteer performs a variety of tasks that ensures that the ranch facilities are safe and presentable for animals, guests and clients. Tasks may include spring, fall, and after-storm grounds clean-ups, tree and shrub care, plantings, small repairs to pens, cages, and fences, set up and break down of tables chairs, and tents and other equipment for special events. The Grounds Maintenance Volunteer may participate in community outreach programs such as farm tours and parades as time permit.

#### **Qualifications:**

1. Love of animals and compassion for others; commitment to mission of Ranch
2. Ability and willingness to perform physical work which may include raking, bending, and lifting yard debris, and using power tools.
3. Good listening and communication skills
4. Ability to follow instructions
5. Ability to work independently and as part of a team
6. Dependable and punctual

#### **Benefits:**

The Grounds Maintenance Volunteer will gain knowledge about property maintenance and will have the opportunity to meet new people, expand social networks, and improve social skills.

#### **For more information:**

Contact Kathryn Gress at 610-398-2122 or [gressranch@gmail.com](mailto:gressranch@gmail.com).