



**Wyth Sir**  
Registered Charity No. 225476

We need you to join us in our goal of helping the animals within your local community!

## Admin Volunteer

There are plenty of opportunities to help in the following areas:-

- Taking and making phone calls
- Writing and sending vouchers
- Updating spreadsheets and filing
- Socialising with both staff and other volunteers
- Ensuring the office stays clean and tidy
- Attending fundraising events

If you're interested in this volunteering opportunity, please enquire in one of our shops, call us on 01633 289399 or email us at [volunteer@rspca-gwent.org.uk](mailto:volunteer@rspca-gwent.org.uk)