



## GET TOBY HOME – ROLE: HISTORIAN SPECIALIST

The Historian Specialist will be responsible for tracking all the dogs that GTH assisted in the past, present and future

### MAIN RESPONSIBILITIES

- Create and maintain historical tracking of all dogs GTH has assisted by using Excel, Power Point or other applications to be used within media platforms and page management
- Collaborate with team on ideal ways to track and maintain records and presentations showing what dogs we have assisted.
- Communicate with the team with findings
- Be able to work independently

### RECOMMENDED SKILLS & COMMITMENT

- Ability to volunteer a minimum of 5-10 hours a week
- Self starter, good problem-solver and highly self-motivated
- Have an active Facebook account
- Dedicated team player that enjoys working as part of a team
- Excellent communication and interpersonal relationship skills
- Strong written and verbal communication skills
- Ability to communicate recommendations with Board of Directors and provide regular updates
- Ability to build strong relationships with team members and within the community
- Highly organized and detailed oriented
- Strict adherence to client and team confidentiality
- Compassionate
- Located in State of Wisconsin
- Able to attend annual meeting
- Strong knowledge of such applications as Power Point, Word, Excel and Google App programs