



# Under the Willow Tree Rescue Inc.

## Supplies Coordinator

### Voluntary based role available with Under the Willow Tree Rescue!

We're looking for a handy helper able to manage inventory of supplies and assist in distributing for our animals and foster carers! You don't have to hold or store any supplies yourself, just oversee our storage locations and track what supplies we have so we know what support we need!

#### Details:

- Establishing and upholding donation storage and drop off points across the state, as well as pick up arrangements. We have a few already north and south of the river, but always looking for more!
- Keeping records of supplies that are used for the care of animals (for foster carers and quarantines), outreaching for anything needed for animals in care.
- Organising the distribution of supplies to new and existing foster carers.
- Help organise donation drop offs of supplies.
- Social media posting to encourage supply donations.

#### Requirements:

- Access to Facebook and Google Drive.
- Regular communication if you need any support.

#### Estimated Time Per Week:

- 1-2 hours

#### Benefits of Volunteering:

- Constant support throughout!
- No prior experience needed!
- Ability to join our Committee and have your say on the way the rescue is run!
- Great rescue culture, where we all support each other!

Under the Willow Tree Rescue Inc.

Safety and Sanctuary for Rabbits, Guinea Pigs, Birds and other Exotic Animals  
Perth, WA

ABN: 64931252690

Charity Collection Licence: CC23711

Website - [underthewillowtreerescue.com](http://underthewillowtreerescue.com)

Email - [underthewillowtreerescue@outlook.com](mailto:underthewillowtreerescue@outlook.com)

