

## Volunteer Position Description *Errands, Odd Jobs & General Help*

### DESCRIPTION

Reports to: Volunteer Coordinator

Commitment: 4 month minimum commitment. Must volunteer 1 time in 4 weeks to remain active

Work Location: Varies

### PURPOSE

Often times there are errands or odd jobs Elmbrook Humane Society needs help with; picking up a donation from a retail store, dropping off bricks for engraving, helping with a group volunteer initiative, making signs for events and more. These volunteers help with the volunteer needs that don't fit into a specific role.

### RESPONSABILITIES

- Pick up monetary and in kind donations from donors, pet partners and organizations
- Assist with a group volunteer initiative
- Run errands on behalf of EBHS
- Fulfill an odd request for the shelter such as putting together yard signs
- All duties as reasonably requested by EBHS staff

### QUALIFICATIONS

- Must be 16 years of age or older
- Able to adapt quickly and work in a fast paced environment
- Professional public image
- Able to work with minimal supervision and/or with a team
- Work respectfully with and alongside staff and volunteers
- Valid Driver's License.
- Must attend new volunteer orientation