

Volunteer Position Description *Special Events*

DESCRIPTION

Reports to: Volunteer Coordinator

Commitment: 1 special event per quarter

Work Location: Varies based on event

PURPOSE

Special event volunteers are critical for the success of events that Elmbrook Humane Society (EBHS) hosts and attends throughout the year. As a special event volunteer, you are the face of the organization out in our community and must be flexible based on the needs of each particular event. Collecting tickets, selling raffle items, collecting trivia cards, assisting with registration and manning an EBHS booth are all examples of ways special event volunteers help at events.

RESPONSIBILITIES

- Following safe animal handling skills and procedures at all times
- Picking up EBHS booth supplies at the shelter prior to event
- Setting up and taking down EBHS booth
- Returning EBHS booth supplies back to the shelter following event
- Accurately answering questions on behalf of EBHS
- Other duties as assigned based on special event

QUALIFICATIONS

- Parent/Youth Teams: 12-15 years old. Parent or legal guardian must be present at all times while volunteering. Volunteers 16-17 years old must have parent or legal guardian consent
- Ability to work without direct supervision
- Ability to bend, squat, twist and stand for moderate lengths of time
- Organized, detail oriented and timely
- Excellent oral, written, and organizational skills with attention to detail.
- Outgoing and professional in demeanor with excellent customer service skills
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds
- Passion for issues relating to animal welfare
- Work respectfully with and alongside staff and volunteers