



VOLUNTEER JOB DESCRIPTION

Outreach and Event Volunteer

GENERAL DESCRIPTION

Reports to: Development Team

Supervisor: Volunteer Department

HSNCF's Outreach and Event Volunteers play a vital role in assisting the Humane Society by tabling and attending events on our behalf. Every year, HSNCF gets invited to partner with and attend so many different events in our community. These events are a big opportunity for us to get the word out on our mission, raise funds, recruit volunteers, adopt out animals, and much more. With the help of Outreach Volunteers, we are able to attend significantly more events in our community. This position works closely with other Outreach Volunteers, the Development Team, and the Volunteer Department.

SCHEDULE

Schedule varies depending on available events and the volunteer's schedule. Note: This position only has shifts available as events arise. Directions for how to sign up for shifts are given during Outreach Training. Many events take place during the evening or weekend hours.

TRAINING REQUIRED

Must go through an Outreach and Tabling Training session conducted by the Volunteer or Development Team to become an Outreach Volunteer. Additional training will be provided for those attending events in which they will need to sell merchandise, adopt out animals, or have other specific event knowledge.

RESPONSIBILITIES AND DUTIES

- **You play a huge role in keeping our animals safe, healthy & happy! Thank you for getting involved! 😊**
- **Provide exceptional customer service** during all events; you are an ambassador for HSNCF!
- Answer questions from the public and inform them of services provided by the Humane Society.
- Review adoption applications and discuss medical history with potential adopters.
- Carrying and transporting tabling materials such as tables, chairs, info documents, etc.
- Setting up and maintaining tables during events.
- Taking photos for HSNCF at events.
- Staying up to date on HSNCF operations, learning stats, services provided, and other important information.
- Communicating with event planners, the development team, or the volunteer department.



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- Processing transactions and selling merchandise.
- Supervising animals at adoption events and making sure all safety requirements are being met.
- Assisting with setting up and breaking down before and after events.
- Other responsibilities that arise based on staff or event needs.

QUALIFICATIONS AND EXPERIENCE

- **Must be customer-service-oriented and feel comfortable speaking to and working with members of the public.**
- Should be comfortable accepting donations and/or handling payments.
- Must love working around animals and be comfortable handling them.
- Experience with the Humane Society and our services is preferred but not required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be willing and able to perform all duties listed above.
- Must be comfortable working both indoor and outdoor as well as attending events for long periods of time.