



Fundraising/Special Events Volunteer

Objective: Assist HSP with important special events to raise monies and public awareness necessary to care for the animals. This is essential both for current care and to be able to expand care for the future.

Duties

- ✿ Assist in picking up donated items before an event, for an event.
- ✿ Assist in the facilitation of fund-raising events including set-up and tear-down.
- ✿ Information table staffing.
- ✿ Selling items (raffle tickets, t-shirts etc), parking assistance at events
- ✿ Event animal handling (experienced with our animals).
- ✿ Label and sort material for bulk mailings. Assist with distributing publicity materials.
- ✿ Follow-up to sponsors and donors (phone, thank you notes etc).
- ✿ Gift bag and holiday basket assembly and sales.

Main events are: Microchip Clinic (3x per year), Big Dog, Cool Cat and Sassy Rabbit Day (Jan), Neuter-athon (Feb), Mutt Strutt (March), Bark at the Ball Park (baseball season), Tennis Tournament (Sept), Cruisin for Critters (Oct), Wag the Beach (Nov), Light the Way Home (Nov), Photos with Santa (Dec), Gift Basket Sales (Dec), and Critter Donation Banks (on-going/year round) in local public sites as well as various public service events.

Training

- ✿ Attend an Intro to Adult Volunteering session
- ✿ Complete Volunteer Application and Interview.
- ✿ On-going training by appropriate HSP staff. Meet with volunteer chair of event as appropriate.

Commitment: Varies – depending upon specific events or involvement in on-going efforts

Volunteer Profile: Detail-oriented, professional, quick-learning individual. Legible hand-writing. Basic knowledge of office equipment and personal computers a plus. Willingness to perform repetitive tasks. Work closely with HSP staff and volunteers and/or be able to manage responsibilities on own (dependent on the event and level of involvement).

Job Classification: This job may involve any of the following physical parameters:

Physical Requirements:	Medium to Heavy	Working Conditions:	Indoor/Outdoor
Bending:	Frequently	Sitting:	Occasionally
Squatting:	Frequently	Standing:	Frequently
Kneeling:	Frequently	Walking:	Frequently
Climbing:	Occasionally	Lifting Weight:	0 to > 24 lbs
Reaching:	Frequently	Repetitive Motion:	Fine Manipulations, Pushing/Pulling, Grasping

Volunteer Benefits

- ✿ Play crucial role in raising money to care for the animals.
- ✿ Important contribution to the continuation of agency services and programs.
- ✿ Computer experience
- ✿ Flexible scheduling and duties
- ✿ Fun experience in event planning and facilitation
- ✿ Experience handling and accounting for money in line with Generally Accepted Accounting Principles.

Supervision: Direct supervision by Special Events and Volunteer Coordinators, in conjunction with assigned development dept staff