



Dane County Humane Society Volunteer Position Description

Job Title:	SPECIAL EVENT VOLUNTEER
Reports To:	Event and Fundraising Specialist
Trained by:	Trained Staff/Volunteers
Scope of Position:	This position supports Dane County Humane Society's mission and core values by assisting with the promotion and execution of fundraiser events for the shelter. Event Volunteers help to spread the word about Dane County Humane Society programs and expand public knowledge of our shelter, policies and ways we help animals.

Duties and Responsibilities:

This position will be involved in an array of events and festivals offering a fun and unique way to volunteer for Dane County Humane Society. The shift will consist of one or more of the following activities: soliciting donations, giving out information about Dane County Humane Society programs or events, selling merchandise, riding in parades and/or going to local festivals to run a booth or hand out flyers. Volunteers in this position are responsible for any cash collected and making sure the money and materials make their way back to the main shelter. Dane County Humane Society expects that volunteers in this position will be responsible ambassadors of Dane County Humane Society policies and programs.

Requirements:

- Minimum age of 16 years old to volunteer alone; 21 years or older to work at events that sell alcohol (Parents can bring children as young as 8 to help)
- Friendly and positive attitude; ability to converse with and engage all types of people
- Excellent customer service and communication skills
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Ability to stand, walk and work for long periods

Schedule, Training and Commitment:

- Attend all training as required of position
- Flexible schedule with off-site hours; need is based on event schedule
- Must be able to start and finish shift on time (or coordinate coverage prior to day of event)
- Commitment minimum of six (6) months