



Volunteer Position Description

Tournament Committee Member

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Work Location	Remote and at The Fund for Animals Wildlife Center (FFA), 18740 Highland Valley Rd, Ramona, CA 92065
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Purpose of the Position	Participate in the planning and execution of the annual Wildlife Golf Tournament that raises funds to support the work of the FFA
Volunteer Responsibilities	<p>Committee member positions include:</p> <ul style="list-style-type: none"> • Golf Expert/Game Coordinator: Plan and coordinate the shotgun start, create teams, coordinate with the golf course on the set up of tees, signage, carts, and player access to course amenities • Sponsorship Coordinator: Solicit event sponsors by phone/email/mail and in person, manage the application of logos and names in event materials to ensure proper sponsor recognition, thank sponsors in writing after the event • Prizes & Gift Bag Coordinator: Solicit prizes and giveaways by phone/email/mail and in person, collect prizes as needed, assemble gift bags • Marketing Coordinator: Oversee the creation and use of banners, posters, and recruitment pieces; provide copy and graphics for use online and with the media (HSUS staff will coordinate direct online and social media marketing) • Registration Coordinator: Coordinate registration of attendees, collect fees, establish and oversee the registration process at the event • Venue Coordinator: Research and secure event venue, meet with venue personnel, coordinate catering services, entertainment, décor, and setup/clean up on day of event • Auctions & Raffle Coordinator: Solicit items, pick up prizes as needed, oversee establishment of rules and auction procedures, secure an auctioneer • Volunteer Coordinator: Recruit, train and supervise event volunteers <p>Notes:</p> <ul style="list-style-type: none"> • One committee member will take the additional role of Chair and will establish meeting schedule and agendas, diplomatically handle disagreements amongst the committee, and present final decisions to the Director for approval before implementation. • One committee member will take the additional role of Secretary and will document all meeting minutes and ensure action items and timelines are known to all committee members.

	<p>Responsibilities of all members:</p> <ul style="list-style-type: none"> • Prepare for and attend event committee meetings – approximately two in-person meetings per month (extra meetings in March; no meetings in December) • Participate in conference calls and group emails • Provide input and guidance into development of the event • Assist in additional aspects of the event, including marketing efforts and solicitation of prizes • Assist for the full day of event and possibly the day before • When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<ul style="list-style-type: none"> • Physical difficulty is rated level 2; the bulk of the work is office work with some physical activity relating to meetings and events • Mental difficulty is rated level 3; requires strong communication skills and the ability to work independently and use good judgment • Emotional difficulty is rated level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level
<p>Expected Environmental Conditions</p>	<p>The bulk of the work is performed in an office or home office environment. Some of the work will be outdoors, in all weather conditions which can include extreme heat.</p>
<p>How Often Volunteers Work On-site</p>	<p>Most of the work can normally be done remotely. Volunteer will need to attend the event in person.</p>
<p>Orientation/Training</p>	<p>Orientation includes the following: history and tour of The FFA, description of rules, overview of programs and volunteer opportunities. Volunteer will be trained on the particular aspects of the role including organizational policies on communication and donor interaction, and branding and promotions.</p>
<p>Learning Opportunities</p>	<ul style="list-style-type: none"> • Strengthen communication skills • Develop or strengthen event planning and community outreach skills • Knowledge of The FFA and how the program area fits into the larger picture of animal protection • Exposure to the operations of a wildlife center • Knowledge of various animal species and wildlife issues
<p>Position Start Date</p>	<p>September</p>
<p>Initial Minimum Commitment</p>	<p>Eight months (September through April); must be available on the day of the event in addition to the committee meetings; committee meetings can be attended remotely</p>
<p>Scheduling Guidelines</p>	<p>Hours vary and include evening and weekend work</p>
<p>Qualifications/Requirements for Volunteer Applicants</p>	<ul style="list-style-type: none"> • Commitment to the vision, mission and goals of the FFA • Understanding of the FFA as a charitable foundation • Willingness to work as a team towards the common goal of supporting the center • Strong communication skills • Able to work well independently and use good judgment • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to learn and demonstrate a familiarity with The FFA’s programs • Able to understand The HSUS’ policies and positions regarding animal protection issues and able and willing to appropriately and accurately

	<p>represent those policies when interacting with the public or otherwise representing The HSUS</p> <ul style="list-style-type: none"> • Understanding of charity fundraisers and/or golf tournaments helpful
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years old • Must wear closed, rubber-soled shoes when at The FFA • Must learn and follow all guidelines and policies of The HSUS and The FFA, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Must have access to a computer with Microsoft Office and access to the Internet • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	<ul style="list-style-type: none"> • Committee Chair reports to Director, The Fund for Animals Wildlife Center • All other members report to the Chair who is identified at the first committee meeting
Number of Concurrent Volunteer Openings	Eight individuals
Additional Information	<ul style="list-style-type: none"> • Costs associated with participating in committee meetings (mileage, transportation, telephone calls, etc.) are the responsibility of the committee member. • The FFA cannot accommodate court-mandated community service. • No live animals are ever used during events; volunteers who wish to work directly with animals must enroll in training for other volunteer positions within the organization.
Updated	8/26/2013