



Cleveland Amory Black Beauty Ranch

Volunteer Position Description

Tour Bus Driver Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	12526 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Purpose of the Position	Help visitors to the Cleveland Amory Black Beauty Ranch (CABBR) learn about our resident animals and our programs by driving the tour bus around the property.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Study the information that CABBR provides about the animals; develop a thorough understanding of CABBR and be able to speak about the Humane Society of the United States' (HSUS) campaigns • Shadow at least three tours to learn how they are done before giving tours • Drive a large tour bus on unpaved roads, following the approved path and driving the approved pace; most tours last 1-2 hours • Follow the presentation and convey the presented topics to the public, including information about CABBR and its history, the resident animals, etc. • Recognize the animals that are considered "notable" and know their names and stories; be capable of talking about how the animals' stories relate to an HSUS campaign • Be comfortable explaining and enforcing the rules of CABBR (no smoking, no climbing fences, no picking on the animals, show respect to the animals, etc.)
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; volunteers are required to sit for long periods of time and walk on uneven terrain • Mental difficulty is level 3; the level of understanding and knowledge required to effectively answer people's questions and explain the work we do is high; strong verbal communication skills and memorization are required • Emotional difficulty is level 3; any contact with the public can result in interactions with people in a heightened emotional state because of their connection with and commitment to animals
Expected Environmental Conditions	Most of the work is performed on a bus with air conditioning. The tour takes place in all weather conditions, which can include extreme heat or cold.
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: overview and brief tour of CABBR, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role.

	Each new volunteer needs to shadow 3-4 tours with experienced tour guides as part of their training.
Learning Opportunities	<ul style="list-style-type: none"> • Strengthen verbal communication and memorization skills • Develop or strengthen tour leadership skills • Become well-versed about a variety of species • Knowledge of animals' habitats • Knowledge of CABBR and how the program area fits into the larger picture of animal protection • Exposure to the operations and management of an animal care center
Position Start Date	Flexible
Initial Minimum Commitment	Tour bus driver volunteers have an initial commitment of six months; ongoing participation is preferred. Volunteers must initially come to 3-4 tours as a participant to learn the information. CABBR provides group tours twice per month and volunteer schedule will be determined with supervisor.
Scheduling Guidelines	Volunteers may be asked to volunteer between the hours of 8:00 a.m.-5:00 p.m. or other hours for special events.
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Possess a current driver's license, excellent driving record and CDL certification • Able to retain information and inform others about CABBR • Demonstrate flexibility and willingness to take responsibility • Able to work independently, as well as on a team, and use good judgment • Able to maintain professionalism in attitude and appearance • Excellent interpersonal skills and able to communicate with a variety of people effectively and without judgment or making negative remarks • Able to understand the HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing the HSUS • Public speaking experience helpful
Restrictions	<ul style="list-style-type: none"> • Must provide proof of negative tuberculosis (TB) test; Tetanus & pre-exposure rabies vaccinations recommended but not required • Must wear long pants, a CABBR volunteer t-shirt (provided) and closed-toed shoes during tours • Must have reliable transportation and arrive on time for shifts • Must learn and follow all guidelines and policies of the HSUS and CABBR, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates, as well as a phone for easy communication
Tools/Equipment Provided (including Personal Protective Equipment)	All supplies needed for the work. Volunteers are provided informational "cheat sheets" to use during tours.

Optional Tools/Equipment	n/a
Supervisor(s)	Outreach Coordinator, Cleveland Amory Black Beauty Ranch
Number of Concurrent Volunteer Openings	12
Additional Information	
Updated	8.7.2019