



Pets for Life: Events Volunteer

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

Work Location	Atlanta, Chicago, Los Angeles and Philadelphia
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Volunteers provide support for Pets for Life events such as spay/neuter and vaccination clinics, and represent the program at other local events.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Help set up and tear down tables/chairs/tents/materials at the event • Ensure all paperwork is completed by event attendees • Monitor the attendee line and ensure people and their pets are comfortable; distribute water and information • Field questions from the public and event attendees about Pets for Life and The Humane Society of the United States (HSUS) • Help plan and promote events as needed
Level of Difficulty 1=easy/5=demanding <small>(physical, mental, emotional)</small>	<ul style="list-style-type: none"> • Physical difficulty is level 3; involves standing for long periods of time and moving tables, chairs and other items • Mental difficulty is level 3; requires strong verbal communication skills, the ability to work without direct supervision and good judgment • Emotional difficulty is level 3; the nature of the issues dealt with can be emotionally distressing as volunteers will see less-than-ideal situations for people and animals
Expected Environmental Conditions	Most of the work occurs outside; volunteers should dress appropriately for the weather.
How Often Volunteers Work On-site	Event work requires attendance. Work leading up to an event can normally be done virtually.
Orientation/Training	Volunteers must attend a general orientation and will receive training specific to the role. Information and materials about The HSUS and Pets for Life, including the Pets for Life Community Outreach Toolkit, will be provided.
Learning Opportunities	<ul style="list-style-type: none"> • Better understand the challenges faced by animal owners in underserved communities • Develop or strengthen event planning and community outreach skills
Position Start Date	Ongoing
Initial Minimum Commitment	Three to six months; volunteers are expected to help with 50-75% of events, as established by the city
Scheduling Guidelines	Events are usually held on weekends or weekday evenings
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 • Able to communicate with a variety of people effectively and without judgment or making negative remarks • Able to work effectively on a team and independently • Able to work comfortably in underserved communities • Willing to take on a variety of tasks as needed • Able to understand The HSUS's policies and positions and the Pets for Life

	<p>approach, and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS or Pets for Life</p> <ul style="list-style-type: none"> • Able to learn and demonstrate a familiarity with The HSUS’s major campaigns and mission • Event planning experience helpful
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years old • Must wear a Pets for Life t-shirt (provided at no cost) when representing the program • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Must have reliable transportation and arrive on time for events • Must be able to learn and follow guidelines and policies of The HSUS and Pets for Life, and follow directions • Must submit the required paperwork and pass a background check before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	All equipment needed to perform the work is provided.
Optional Tools/Equipment	Light work gloves
Supervisor(s)	Coordinator, Pets for Life
Number of Concurrent Volunteer Openings	Varies by city
Additional Information	
Updated	3.15.2016