



VOLUNTEER POSITION DESCRIPTION COMMUNITY RELATIONS

TITLE:

Special Events Volunteer CR-SE

MAJOR OBJECTIVE:

To provide support to special events supporting the center's programs and services.

RESPONSIBILITIES:

1. Staffing event site doing various projects.
2. Assisting with miscellaneous events at the center and offsite events (Magnolia Marketplace, Yappy Hour, etc.)
3. Commit to the following Special Events: Walk with the Animals (March), Comedy Night (September), Spay-Ghetti & No Balls Dinner (TBD), Pet Pictures with Santa (December).

QUALIFICATIONS:

1. Good organizational and communication skills
2. Work well with other employees and volunteers.
3. Arrive at event site on time.
4. Be flexible.

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with Volunteer Services Manager or designee
3. On the job training by the development staff

TIME AND PLACE:

Scheduled volunteer time at the pet adoption center or assisting with events at various locations in the Inland Empire

COMMITMENT:

As arranged

SUPERVISION:

Direct supervision by the Director of Development or Fundraising Coordinator. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!