



Volunteer Position Description

Adoption Fairs/Farmer’s Market

Volunteer Opportunity:		
Volunteer Coordinator: Jodi Waters	Phone: 719-686-7707	Email: volunteer@tcrascolorado.com
Area Liaison(s):	Jodi Waters	

Volunteer Position	
Location	Adoption Fairs are held at PETCO (5020 N. Nevada Ave, Colo. Spgs.) and PetSmart (2160 Southgate Rd, Colo. Spgs.). Farmer’s Market is in Woodland Park.
Purpose of position	To represent TCRAS to the public and serve as an adoption counselor for dogs and/or cats in hopes of finding them their forever home.
Description of work involved	For adoption fairs in Colo. Spgs and the Farmer’s Market in Woodland Park, you will meet at TCRAS to get your supplies and animals and then travel in the TCRAS van to the appropriate location. Depending on the number of volunteers attending, personal vehicles may need to be taken in addition to the TCRAS van. At the location you will set up a tent and/or table and space to represent TCRAS and show the animals you have been assigned. TCRAS staff will determine which animals will attend based on adoptability and the volunteer(s) animal handling ability. You will spend the bulk of your time representing TCRAS and trying to find the animals their forever home by engaging potential adopters, sharing about the animal(s), and safely handling the animal(s). It will be to the discretion of the adoption counselor and/or Team Lead to determine whether a potential adopter is a good choice. The adoption paperwork must be properly completed. At each adoption fair at PETCO or PetSmart there will be a Team Lead. The Team Lead has the final decision/authority in regard to approving an adoption. The Team Lead also knows how to complete the adoption paperwork and is the point or lead person for the adoption fair. At the end of the adoption fair or Farmer’s Market you will carefully pack up supplies and place them in the appropriate bin, load the van, and return everything to the shelter.
Hours volunteers can work	PETCO hours are from 10am-3pm on Saturday and Sunday. PetSmart hours are from 9am-4pm on Friday, Saturday, and Sunday. Farmer’s Market hours are every other Friday from 7am-2pm.
Level of difficulty 1=easy 5=physically demanding	Level 3. Requires standing, lifting of tables, chairs, and tent, bending up and down, and ability to react quickly.
Skills required	<ul style="list-style-type: none"> • Follow and abide by proper protocols. • Capable of working with a team and following instructions. • Ability to safely handle a dog or cat around other people and animals. • Comfortable engaging the public in conversation about TCRAS or an animal available for adoption. • Representing TCRAS and animals truthfully and in a positive way. • Respect for others.
Expected environmental	Farmer’s Market is held outdoors, rain or shine.

conditions	Adoption Fairs at PETCO and PetSmart are held indoors or outdoors (weather dependent).
How many volunteers are needed for this position?	2 for Farmer's Market 2-5 for Adoption Fairs at PETCO and PetSmart
Tools & equipment provided	Transportation for animals, supplies, and most if not all, volunteers. Tent, chairs, table, adoption banner, adoption supplies, cat enclosures, travel crates, adoption paperwork, blankets, food and water bowls, litter box(es), and food for the day, etc.
Tools volunteers can bring if desired	N/A
Personal items to bring	Water, snacks/food, jacket
Personal Protective Equipment (provided as needed)	N/A
Duration of position	Ongoing; year round
Training required	Adoption Fair/Farmer's Market training; offered 4 times a year (February, August, April or May, and November); 1.5 hrs long
Restrictions	Must be at least 18 to complete adoption paperwork and at least 16 to handle animals.
Supervisor/reports to	Jodi Waters
Clothing	Volunteer t-shirt or TCRAS t-shirt, pants or shorts without holes, closed-toe shoes
Last updated	3/31/16