



# Volunteer Position Description

## Events

<b>Volunteer Opportunity:</b>		
<b>Volunteer Coordinator:</b> Jodi Waters	<b>Phone:</b> 719-686-7707	<b>Email:</b> <a href="mailto:volunteer@tcrascolorado.com">volunteer@tcrascolorado.com</a>
<b>Area Liaison(s):</b> Jodi Waters		

Volunteer Position	
Location	Various locations depending on the event. Usually in Divide, Woodland Park, or Colorado Springs.
Purpose of position	To assist in a variety of ways with an event and help making the event a success because most events are fundraisers for TCRAS.
Description of work involved	<p>The work involved in an event varies from event to event but could consist of any of the following opportunities (list not all inclusive):</p> <ul style="list-style-type: none"> <li>• Set up and tear down</li> <li>• Baking items</li> <li>• Soliciting sponsors</li> <li>• Posting flyers and information about an event</li> <li>• Representing TCRAS at the event</li> <li>• Selling tickets</li> <li>• Selling TCRAS items at the event</li> <li>• Taking and handling animals to an event</li> <li>• Donating auction items or items for a garage sale</li> </ul>
Hours volunteers can work	Varies depending on the event but most events have shifts that are 2 to 4 hours long.
Level of difficulty 1=easy 5=physically demanding	Varies from level 1-5 depending on the position that a volunteer signs up for at an event.
Skills required	<ul style="list-style-type: none"> <li>• Professional and friendly</li> <li>• Committed to being on time for shift</li> </ul>
Expected environmental conditions	Varies depending on event. Many events are held indoors but a few are held outdoors.
How many volunteers are needed for this position?	Varies depending on the event. Typically we need 5-60 people helping in various capacities for an event.
Tools & equipment provided	Most tools and equipment will be provided for positions at an event. Baking items for an event is an exception as we do not provide any tools or equipment to bake an item.
Tools volunteers can bring if desired	If volunteers are allowed to bring a tool to an event it will be specifically noted in Eventbrite or asked specifically of a volunteer.
Personal items to bring	Water and snack if necessary.
Personal Protective Equipment (provided as needed)	If needed or necessary, all PPE will be provided but typically is not needed at an event.
Duration of position	Ongoing; year round
Training required	Most events provide on the job training. If handling an animal at an event, you must be

	trained on how to properly handle the animal. If an adoption could take place at an event, then you must have attended an adoption fair training in order to complete paperwork.
Restrictions	To handle an animal at or for an event you must be at least 16. To complete an adoption at an event you must be at least 18. Otherwise, volunteers 7-15 may volunteer with an adult who is a registered TCRAS volunteer. For some positions at an event, you may need to be able to lift 50 lbs.
Supervisor/reports to	Chasta LaBass and/or Event Coordinator
Clothing	Volunteer t-shirt or TCRAS t-shirt, pants or shorts without holes, closed-toe shoes or other as noted.
Last updated	1/19/12