



## Volunteer Position Description

### Off-site Adoption Fair Assistant

<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	Teller County Regional Animal Shelter
Purpose of position	To assist the Volunteer Coordinator with getting supplies together and ready for upcoming adoption fairs and Farmer's Markets.
Description of work involved	This position is responsible for maintaining dog and cat adoption fair tubs as well as the Farmer's Market tub. Each week before or after an adoption fair or Farmer's Market, the tubs will need to be gone through, properly replenished, and repacked to maintain the quality of the supplies provided, ensure they are ready for the next time they go out, and that adoption fair and Farmer's Market volunteers have everything they need. This position will also load the van the day before an adoption fair or Farmer's Market as well as gather adoption fair supplies that will be loaded by volunteers working the adoption fair when there are multiple-day adoption fairs.
Hours volunteers can work	1 to 4 times per month for 1 to 2 hours.
Level of difficulty 1=easy 5=physically demanding	Level 3. Does require bending and lifting and the ability to gather various supplies from various locations within the shelter.
Skills required	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Organized</li> <li>• Ability to lift up to 50 lbs</li> </ul>
Expected environmental conditions	Indoor/outdoor. Gathering of some supplies is done indoors while other gathering and loading is done outdoors.
How many volunteers are needed for this position?	2
Tools & equipment provided	List of items to be gathered and loaded is provided.
Tools volunteers can bring if desired	N/A
Personal items to bring	Water
Personal Protective Equipment (provided as needed)	N/A
Duration of position	On-going, year round.
Training required	One-on-one training with Volunteer Coordinator.
Restrictions	Ability to lift up to 50 lbs. Must be at least 16.
Supervisor/reports to	Jodi Waters
Clothing	Comfortable clothing that is okay possibly getting dirty and sturdy closed-toe shoes.
Last updated	3/31/16