



LARIMER HUMANESOCIETY

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Community Outreach Volunteer Description

Major Objective: Community outreach volunteers are the face of Larimer Humane Society in the community and help to positively and knowledgeably increase the public's awareness and understanding of our mission.

Duties:

- Staff information, adoption or retail booth at community events, festivals, fundraisers and other off-site locations.
- Safely and humanely handle all types of animals at adoptable events.
- Accept responsibility for booth materials including picking up materials from administrative office or shelter, setting up materials at offsite events, breaking down materials from offsite events and delivering materials back to the administrative office or shelter in a timely manner.
- Present a professional and positive image of the shelter to the community.
- Provide general shelter information to the public and adoption counseling to potential adopters.
- Accurately and positively represent the shelter's views on animal welfare issues.
- Promote shelter fundraising events, activities and programs.
- Process paperwork for off-site adoptions.
- Provide shelter tours and presentations to individuals and groups, as needed.
- Transport animals to Denver and handle them for live Petline 9 segments.
- Ability to lift at least 50 pounds and stand or walk for four hours at a time.

Training:

Please note that all these steps are mandatory with no exceptions

- Attend a Volunteer Orientation
- Interview with Marketing and Community Outreach Manager
- Attend Volunteer Animal Training (VAT)
- Attend Community Outreach new volunteer meeting/training (includes Larimer 301 and offsite adoption training)
- Attend continual on the job training provided by Larimer Humane Society staff and experienced volunteers

Commitment: Community Outreach Volunteers must commitment to an average of four hours of booth time per month depending on the shelter event calendar (this is approximately one event per month). Must be available to volunteer on the weekends and during the busy summer event season, must have own transportation and be a minimum of 18 years of age.

Volunteer Profile: Outgoing personality, exceptional communication skills, commitment to animal welfare and ability to speak assertively and professionally. Interested in learning all aspects of shelter services, safe animal handling skills and desire to work with the public to increase awareness and understanding. Cash handling and sales experience helpful.

Volunteers Will Gain Knowledge of:

- Organizing off-site outreach events
- Issues related to animal welfare, Larimer Humane Society's programs and services, and general animal shelter organizational structure

- ❑ Working with animals of varying temperament and size, and how to handle animals in a safe, caring and responsible manner
- ❑ Shelter procedures and operations and communicating with our community about them
- ❑ Fundraising and adoption events
- ❑ Matching homeless animals with loving families

Supervision: Direct supervision by the Marketing and Community Outreach Manager.