



3501 East 71st Street
Loveland, CO 80538
Phone: (970) 226-3647
Fax: (970) 226-2968
www.larimerhumane.org

LARIMER HUMANESOCIETY

Special Event Project Assistant

Major Objective: Assist the Development Team with fundraising events through various projects both off-site and on-site. Schedule is flexible and variable throughout the year based on the organization's events schedule.

Duties:

- Event preparation through at home or onsite projects.
- Projects available on one-time basis or repeat basis.
- Potential for event promotion throughout the Northern Colorado community (flyer distribution)
- Ability to work within a specified timeline
- Some projects may require a group effort, therefore we encourage you to get friends or family involved if needed. In those cases, you may act as project lead once trained by staff.

Training:

- Attend Volunteer Orientation
- Interview with a member of the Development Team
- Program training with Development Team as needed

Commitment: Variable depending on projects and events.

Volunteer Profile: Detail-oriented, professional, quick-learning individual. Good communication skills and ability to closely follow instruction. Creativity and craftiness a plus, but not required. Email access required.

Volunteer Benefits:

- Various levels of involvement available dependent on your schedule
- Option to attend fun events and meet new people
- Ability to make a difference in the lives of homeless animals by raising funds to sustain high-level care

Supervision: Overseen by members of the Development Team