



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Event Assistant Volunteer

EFFECTIVE DATE: December 2018

REPORTS TO: Development Assistant

TRAINER(S): Development Staff

TIME COMMITMENT: As Determined by Events, Scheduled in Advance.

LOCATION: Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of an event assistant volunteer is to assist with event planning, preparation and execution in order to benefit Blue Mountain Humane Society.

Duties Include:

- **Treat all animals both on and off the job humanely. You are a representative of the BMHS even when you are not volunteering.**
- Maintain appearance and demeanor consistent with the image of the BMHS as a professional animal facility. Follow the dress code required of all volunteers as outlined in orientation.
- Provide a safe environment for the animals, volunteers, and customers by following safety procedures and protocols.
- Learn about Blue Mountain Humane Society's mission, programs and services in order to properly inform the public during off site events.
- Assist with event planning including solicitation and procurement.
- Attend pre-event meetings as requested.
- Maintain safety protocol while working with shelter pets off site at adoption or outreach events.
- Organize event supplies as appropriate.
- Load company vehicles with event supplies as directed.
- Follow outlined safety procedures while transporting shelter pets to an off-site event including the proper use of a kennel.
- Assist with transport efforts during off-site adoption events including safely removing shelter pets from their kennel/cage, crating dogs, putting cats in pet carriers, labeling crates and maintaining general organization throughout transport to off-site event.
- Assist with unloading shelter pets off shelter vehicle into appropriate crates/kennels as directed.
- Assist with maintaining kennel/cage cleanliness during off-site adoption and/or outreach event.
- Assist with exercising shelter pets and/or providing enrichment (ie. treat distribution) during off-site adoption and/or outreach event.

- Interact with the public in a professional manner rooted in customer service.
- Provide timely and accurate information to the public, connecting the public to an appropriate resource or staff member as necessary.
- Assist with set up and clean up as directed.
- Assist with debrief procedures after conclusion of event, seeking to improve in the future.

OTHER DUTIES / FUNCTIONS:

- Available to assist staff members, visitors and other volunteers as needed.
- Assist Customer Service, Animal Care, and Development teams as requested.
- Assist with maintaining facility cleanliness including sweeping, mopping, wiping down surfaces etc.
- Assist with other projects as assigned.

POSITION SPECIFICATIONS:

- **Required**
 - Must be detail oriented, accurate, and dependable.
 - Able to juggle demands, prioritize, and follow through to timely completion.
 - Good communication skills, (verbal/written).
 - Must have a patient demeanor in order to safely interact with shelter pets.
 - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
 - Must have a passion for outreach, customer service and interacting with the community.
- **Desired**
 - Desire for learning and mastery of required job skills in order to expand the impact that the Blue Mountain Humane Society has on the community.
- **Education / Training**
 - Must have attended orientation.
 - Must have attended 1-on-1 with Volunteer Coordinator.
 - Must have attended Dog Walking 101

GOALS:

- The goal of an event assistant volunteer is to assist with the planning and execution of both off-site and on-site events at Blue Mountain Humane Society.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter.
- Off-site at adoption, outreach and/or fundraising events.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.
- Regular exposure to transportation of shelter pets.