



## **Volunteer Job Description**

### **Title: Events Coordinator**

**Reports to:** President, Board of Directors

**Purpose of Position:** Solicits and coordinates event volunteers to staff all adoption events (PACC911, Meet and Greets, etc.) using Sign Up Genius, oversees the annual picnic events by soliciting in-kind donations from businesses, prepares silent auction items and raffle baskets. Setup and tear down of events.

### **Duties and Responsibilities:**

- Participate in and coordinate all third party adoption events, and store meet & greet events.
- Coordinate with the Case Managers and Fosters to ensure foster dog attendance at events.
- Solicit donations from businesses for fundraising events
- Maintain and restock event box with supplies
- Recruit and orient fosters and volunteers at events
- Ensure that all events are fully staffed
- Fill in as needed at events including Set up and tear down of events
- Communicate using the rescues Signup Genius account.

### **Qualifications:**

- Multi-tasking skills, basic computer skills, access to a large vehicle for supply transport
- Great organizational and communication skills
- Friendly and upbeat personality
- Knowledge of AZBTR Policies and Procedures on becoming a foster, adopting a dog and volunteering
- Demonstrated ability to comprehend software and systems use (e.g. Microsoft Office, Google Drive and RescueGroups.org) and follow AZBTR processes
- Physically able to lift up to 50 LBS

### **Training Requirements:**

- Google Drive: Accessing forms and folders and saving files to the shared drive

- RescueGroups.org: Accessing lists of volunteers and fosters contact information as well as accessing what dogs are adoptable
- Training to learn AZBTR Policies and Procedures on becoming a foster, adopting a dog and volunteering

**Time Commitment:**

- 3-5 hours a week during event season (Oct-April)
- 4-5 hours every month for Meet and Greets across the valley

**Volunteer Benefits:**

- Helping homeless Boston Terriers find their forever homes
- Working with foster families and AZBTR Leaders
- Opportunities to attend AZBTR events
- Making a difference in the community

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