

Volunteer Job Description – Events Lead

Location:

Varies based upon Booth / Tabling events

Purpose:

Events Lead participates at both community and SCCAS events to answer questions and help to spread the mission of SCCAS. This position is in charge of many of the details for the event that they are assigned for.

Key Responsibilities:

- Maintain communications among liaison at event, if off-site
- Manage event preparations
 - How many volunteers are needed?
 - What out of the ordinary supplies or set-up is needed?
 - Restrictions and commitments related to particular event
 - Confirm event photographer to document event
 - Manage distribution of flyers or posters
 - Check Events Box to confirm all needed materials are contained in it
 - Restock as needed
 - Help other volunteers with set up and tear down of the event
 - Return materials/supplies to their storage area
- Cc all email communications related to the event with Volunteer Coordinator
- Attend and act as point-person at event
- Attend and participate at monthly Development Committee meetings
- Stay up-to-date on the variety of services and opportunities at SCCAS
- Answer questions regarding animal welfare from the community
- Work with the Community Outreach Coordinator and Block Captains to be aware of events coming up in the area

Reports To:

Community Outreach Coordinator

Time Commitment:

Minimum of two hours required, to attend monthly Development Committee meeting, plus hours as taken on to lead specific event.

Qualifications:

- Able to interact positively with community members, other volunteers, and staff
- Active SCCAS volunteer
- Dependable
- Openly supports the mission and efforts of SCCAS
- Well versed on the local animal resources

Age Requirement:

Must be at least 18 years of age

Support:

Training for this position will be provided. In addition, the Volunteer Coordinator and all Managers on Duty are available for questions and assistance.