

MARKETING VOLUNTEER

Department: Marketing and Development

Reports to: Development & Community Programs Coordinator | Shelter Programs Coordinator

Marketing volunteers write bios for and take photos of our adoptable animals. They also assist our Development & Community Programs Coordinator at community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Marketing volunteers will be responsible for the actions below at minimum; other duties may be assigned.

- Take photographs of our adoptable animals
- Write positive and interesting bios of our adoptable animals to provide more information to potential adopters
- Make a regular commitment so that the program can be successful
- Communicate both verbally and in writing with other volunteers, staff and members of the public
- Connect with others and develop relationships

QUALIFICATIONS:

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Basic knowledge of dog breeds, cats, and animal behavior.
- Treats all animals with respect and compassion at all times without exception.
- Follows procedures to access and handle animals in a safe manner to protect the safety of the animal as well as the person handling it.
- Must follow safety standards and procedures and work to ensure a safe environment for animals, the public, other volunteers, and employees.
- Must maintain a consistent, pleasant and non-judgmental demeanor with staff, volunteers, other agencies and the public
- Must attend an information session, a cat handling orientation in order to take cat photos, and an introduction to shelter dogs workshop in order to take dog photos.
- Attend a marketing workshop (optional but preferred).