



Volunteer Job Description

Title: Fundraising Events

Major Objective: To assist the Heart of the Valley by performing a variety of tasks at a fundraising event.

Responsibilities:

- Greet visitors and be prepared to answer questions about HOV.
- Assist and complete the assigned task to the best of one's ability.
- Positively represent the Heart of the Valley's beliefs and philosophies.
- Provide support to new volunteers.

Qualifications:

- Positive and Friendly attitude.
- Enjoy working with animals, people and kids.
- Must be 16 years of age.

Training:

- Attend a mandatory volunteer orientation.

Time and Place: Volunteer hours will be scheduled with the Volunteer and Education Manager. HOV is closed on the following holidays: New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day.

Commitment:

- Minimum of one two hour shift per year.

Supervisor: Direct supervision by the Volunteer and Education Manager and/or Director of Development or Development Associate.

Benefits:

- Personal satisfaction and education.
- Help animals in need 😊