



Position Description

Department:	Animal Operations
Title:	Special Event Staff
Goal:	Serve the Animal Center at offsite events for the purpose of public education, promoting adoptions and other Animal Center activities.
Duties:	Duties include interfacing with the public, completing adoption transactions, distributing approved educational materials and promoting the goals and mission of the Animal Center.
Qualifications:	Must have own transportation and possess a valid NC driver's license. Must have a High School diploma or GED. Must have excellent oral communication skills and knowledge of the Animal Center general policies and procedures. Must complete the Animal Center Volunteer orientation and any training deemed necessary by the Program Coordinator or Director. Additional requirements may be event-specific.
Time Required:	Bi-monthly participation is encouraged, must participate in at least 2 events per year.
Supervisor:	Program Coordinator
<i>Physical Demands:</i>	Must be able to safely walk dogs and/or handle cats and assist with the set up and break down of event stations. Possible exposure to zoonotic organisms which may be transmissible to humans and other pets; increased chance of injury to the unpredictable nature of animals.