



Job Description

Role:	<i>Lead Event Volunteer</i>
Reports To:	Volunteer & Community Engagement Manager
Supervises:	<i>Not applicable</i>
Classification:	<i>Volunteer</i>

York County SPCA Purpose:

The York County Society for the Prevention of Cruelty to Animals (SPCA) is a charitable organization dedicated to providing long-term human and animal services to residents of York County through programs that find permanent, loving homes for displaced and stray animals, help control animal population growth, investigate and prosecute cruelty offenders and educate the general public about animal wellness and safety.

Position Overview:

Event Lead volunteers play a vital role in serving as leaders and coordinators during events in collaboration with the Volunteer and Community Engagement Manager and other staff, supports event volunteers, ensuring tasks are completed, and providing guidance and troubleshooting as issues arise. These events are instrumental in raising funds, increasing community engagement, and promoting awareness about our lifesaving mission to serve York County people and pets. This position is ideal for experienced and confident volunteers who want to take on more responsibility and contribute to the York County SPCA's success in a leadership capacity.

Essential Functions:

The Lead Event Volunteer's responsibilities may include and is not limited to the following, depending on the needs of each specific event:

- **Logistics Support:** Work with shelter staff and/or other volunteers to plan and execute event details and event volunteer assignments, assisting during the events in key roles as needed.
- **Event Setup & Breakdown:** Assist with event setup, including arranging tables, marketing materials, signage, and support cleanup and breakdown after the event.
- **Event Volunteer Liaison:** Act as a point of contact before and during events for event volunteers. Communicate expectations, event details, and volunteer guidelines effectively through e-mails, calls, or in-person meetings.
- **Event-Day Leadership:** Check in volunteers upon arrival, provide a brief overview of their roles, be available for questions, and monitor volunteer performance.
- **Collaboration:** Participate in post-event debriefs and provide constructive feedback.
- **Troubleshooting:** Act as a liaison between event volunteers and staff, resolving minor issues and escalating concerns to staff if necessary.

- **Fundraising & Donation Support:** Assist with managing and securing various types of donations.
- **Animal Handling:** Handle animals appropriately during events, ensuring the safety of the animal, other volunteers, staff and the community (if trained and authorized).

Education and Experience:

Required:

- Must be 18 years of age or older.
- Must have reliable transportation to and from the shelter and event venues.
- Must attend YCSPCA New Volunteer Orientation, registration, initial training, and any future training required by the Volunteer and Community Engagement Manager.
- Volunteers are required to carefully review and consent to the guidelines outlined in the liability waiver, social media communication waiver and interaction guidelines.

Preferred:

- Background in customer service and/or animal handling.
- Experience assisting with tabling events.

Skills and Abilities:

- Possesses a strong passion for and familiarity with the York County SPCA's mission, compassion for animals, and commitment to animal welfare.
- Has strong interpersonal and communication skills, including written and verbal.
- Ability to provide clear instructions.
- Exhibits dependability by showing up as scheduled and following through on commitments.
- Has organizational and critical thinking skills.
- Effective teamwork, leadership, and problem-solving skills.
- Works efficiently without shelter staff supervision.

Working Conditions and Expectations:

- Comfortable with the unique aspects of working with animals, including their natural odors and excrement, the possibility of animals experiencing medical conditions, the chance of minor bites and scratches, and exposure to moderate noise levels.
- Willingness to work in diverse weather conditions, such as extreme temperatures or precipitation.
- Ability to work with other volunteers who share the same or similar responsibilities.
- Must represent the shelter positively and professionally, adhering to our core values.
- Volunteers will be expected to sign up for shifts, log their hours, complete training, communicate with other volunteers and staff, etc., using a digital database that is accessible via computer and/or cellular application, which they will receive training for.

Benefits:

- The satisfaction of making a positive difference in the lives of pets awaiting their forever homes.
- The opportunity to build connections with fellow animal lovers through a fulfilling experience.
- The opportunity to assist in educating the public about the York County SPCA's mission.

Physical Requirements:

- Must be able to stand, walk, sit, talk, hear, stoop, bend, squat, kneel, grasp, grip, and put fingers together firmly. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.