



## Job Description

<b>Role:</b>	<i>Event Volunteer</i>
<b>Reports To:</b>	<i>Volunteer and Community Engagement Manager</i>
<b>Supervises:</b>	<i>Not applicable</i>
<b>Classification:</b>	<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 volunteers play a critical role in assisting with the hands-on responsibilities such as preparation, and execution of event logistics, while supporting the Volunteer and Community Engagement Manager, Lead Event Volunteer, and/or other staff at shelter events. These events are instrumental in raising funds, increasing community engagement, and promoting awareness about our work with animals in need. This position is ideal for individuals who are passionate about animal welfare, enjoy working with people, and thrive in dynamic, team-oriented settings.

### Essential Functions:

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

- **Event Setup & Breakdown:** Assist with event setup, including arranging tables, marketing materials, signage, and support cleanup and breakdown after the event.
- **Guest Assistance:** Greet attendees, provide event and shelter information, and ensure a positive experience while incorporating the York County SPCA's core values.
- **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).
- **Logistics Support:** Assist with registration/check-in, crowd flow, traffic control, or other assigned stations.
- **Outreach & Promotion:** Distribute promotional materials throughout the community in the weeks prior to the events. (If appropriate).

## **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 & Community Engagement Coordinator.
- 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 knowledge of the York County SPCA's mission, compassion for animals, and commitment to animal welfare.
- Has strong interpersonal and communication skills.
- Exhibits dependability by showing up as scheduled and following through on commitments.
- Effective teamwork, and problem-solving skills.

## **Working Conditions and Expectations:**

- Comfortable with the unique aspects of working with animals, including their natural odors and excrements, 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.