



3501 East 71st Street
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www.nocohumane.org

Community Outreach Volunteer

Description:

NOCO Humane utilizes community outreach to increase public awareness, knowledge, and understanding of our mission, vision and values. Community outreach encompasses a wide range of activities, including, but not limited to, community and adoption events, fundraising, and communicating with the public about NOCO Humane's mission, our adoptable animals, as well as animal welfare issues.

Objective:

Community Outreach Volunteers are the face of NOCO Humane in the community and help to positively and knowledgeably increase the public's awareness and understanding of our mission. Volunteers will work with community relations staff to share and promote NOCO Humane at various community events, festivals, fundraisers and other off and on-site locations.

Supervision:

Directly reports to the Marketing and Community Outreach Program Manager, indirectly reports to the Volunteer and Humane Education Program Manager

Requirements:

Community Outreach Volunteers must be at least 21 years of age
Must have the ability to engage with members of the community and spread accurate information regarding NOCO Humane.
Required to have own transportation to and from events
Must submit copies of driver's license and personal auto insurance
Volunteers 18 years of age and older must complete a national criminal background check and sex offender search.

Commitment:

We ask that Community Outreach Volunteers commit to a minimum of two outreach events per year.

Working Conditions:

Volunteer work will be performed at various outreach events throughout the community, as well as at NOCO Humane. Work at NOCO Humane will be in the animal shelter setting, there is the potential for exposure to zoonotic diseases and cleaning chemicals. There is a potential for animal bites and scratches while handling animals.

Physical Activities:

Lifting of up to 50lbs and the ability to stand or walk for four hours at a time. Ability to walk dogs on a leash and handle cats and small mammals.

Training:

- Attend a Volunteer Orientation
- Interview with Marketing and Community Outreach Program Manager
- Attend Animal Handling Training and shelter tour
- Attend Safe Cat Handling Training
- Receive on-the-job training from a Lead Community Outreach Volunteer or staff member

Duties:

- Regularly check email to sign up for upcoming community outreach events and report to event prepared and on time.
- Follow NOCO Humane's safe animal handling protocols, and ensure that animals at events remain calm and healthy during duration by constantly assessing body language and behavior.
- Effectively communicate with members of the public to share accurate and positive information about NOCO Humane, as well as our mission, vision, values, adoptable animals, and animal welfare issues.
- Remain responsible and diligent when setting up and breaking down booths, including informative materials, tables, chairs, tents and animals.
- Process paperwork for off-site adoptions and ensure monetary payments and paperwork are returned to the appropriate staff member promptly.
- Provide shelter tours and presentations to individuals and groups as requested
- Transportation of animals to and from NOCO Humane for adoption and promotion events

Dress Code:

- Green volunteer t-shirt
- Closed-toe shoes
- Pants