

2018 Volunteer Responsibilities

Below is a list of volunteer opportunities that you may be asked to perform. Please note that none of these tasks involves direct interaction with any of the adoptable animals. When you're not "on duty" there will be plenty of time for you to walk around, meet some animals, etc. but caring for the animals during the event is handled by the participating rescues and shelters.

Volunteer Check-In

This job involves managing the check-in process for all of our event-day volunteers. Event-day Volunteers will check in upon arrival, then check out when their shift(s) are over, or in transition. The Check-in Volunteer will be stationed at the Volunteer Table for the duration of the day, (ideally Saturday and Sunday of the event), and will have direct communication with the Volunteer Team Leader throughout the day to react to staffing needs as they arise.

Set-Up & Tear-Down (6 Docks)

This job involves assisting our vendors and animal groups move into and out of their booth spaces. Booths will be pre-set with tables and chairs, but participants need help directing them to their designated space and moving items to and from the loading docks. We'll need lots of volunteers to assist both before and after the event to make this process go as smoothly and quickly as possible, particularly as our aim is to move animals in from the cold. This is a fast-paced task involving lots of physical activity and stamina, and work in the back loading dock area which can get chilly. Be prepared for clean-up, be prepared for chaos. If volunteering in this area, you will need to be ready to assist with anything!

Ticket Sales and Admission Data Entry

TICKET SALES- Volunteers will take money at admissions and help direct attendees to provide a quick data summary before entering the event. Volunteers will kindly ask if attendees can provide their zip code and how they learned about the event. These volunteers will be located across from ticket sales.

EVENTBRITE PRE-SALE TICKETS- On Saturday from 10-12pm, it will be Early Bird Admission only (hands stamped with red paw print). Guests will have to bring a printed receipt of their purchase or show it on their phones. We will have a separate line for all pre-sale tickets. Saturday from 12-5pm and Sunday from 10am-5pm will be general admission and pre-sale tickets for this admission will also be

available (hands stamped with a black paw print).

DATA ENTRY- volunteers will survey attendees as they flow through the ticket lines to answer a few questions to help us determine how they learned about the event. Surveys are completed electronically so all volunteers in this role will need access to a device. If selecting this position, please let us know if you are able to bring your own laptop computer or tablet for your use during the event.

Security

Security volunteers are needed to control the flow of people traffic. Volunteers will be stationed at specific locations to help keep hallways and doors accessible, and to restrict access as needed. Some will be needed to monitor parking lot traffic. In the Security role, you will likely have high interaction with attendees, answering questions and directing them throughout the venue.

Hospitality

Hospitality volunteers can be assigned to a variety of roles, and can even be moved around within the hospitality area on different shifts, to keep things interesting. Examples of hospitality roles include greeting visitors as they arrive, distributing event programs, directing visitors to various activities throughout the venue and answering general questions. You may also be asked to collect the donated items brought by visitors for for the rescues and shelters. All greeters must have a good understanding of the event activities, map layout and general event details. Enthusiasm and a positive approach to working with the public is a MUST.

Kids' Activities

We have several kid-friendly activities available for the duration of the event, so we need volunteers who enjoy working with young children to help run these areas. Previous experience working with children is a plus!

Visitor Information

Information Booth volunteers will be assigned to Information Tables located throughout the venue to answer general questions, distribute promotional materials and administer Visitor Surveys. This position does not require you to be on your feet as some other jobs do, but a positive attitude, combined with a good understanding of the event activities, map layout and general event details is a must.

Rescue/Shelter Support

This is a very limited opportunity for those with experience handling animals in a shelter/rescue setting, dog walking or daycare. This job involves working directly with an under-staffed organization attending the event and will include helping to staff their booth, escorting adopters and their new pets to the adoption table, assisting with clean-up, filling water bowls and assisting with the handling of animals as asked. If selecting this option, you will be asked to provide details of your relevant experience.

Animal Check-In

This role is limited to licensed Veterinarians, Veterinary Technicians and Veterinary Assistants and involves providing a quick visual exam of animals for general health screening and checking veterinary records to ensure animals meet required vaccines protocols and other requirements. You will be scheduled to attend a separate Orientation by Melanie Corwin.

Dog Room Support (Adoptions)

This area involves assisting at the Dog Adoption Table to process adoptions and escorting adopters to the Red Carpet. You must be comfortable on your feet and constantly walking through crowded areas while remaining patient and friendly with guests and rescue/shelter staff. A warm and friendly smile is always welcome and be ready to help answer questions that our new adopters might have about the event.

Dog Room Floor Supervisor

This job includes a number of different roles in which you could be assigned including circulating throughout the Dog Room to assist attendees and rescue groups with their needs and questions, ensuring aiseways are not obstructed and that booth areas remain clean, monitoring activity in the Meet & Greet areas, as well as clean-up within the Meet and Greet areas and the outdoor potty yard.

Cat Room Support (Adoptions)

This area involves assisting at the Cat Adoption Table to process adoptions and escorting adopters to the Red Carpet. You must be comfortable on your feet and constantly walking through crowded areas while remaining patient and friendly with guests and rescue/shelter staff. A warm and friendly smile is always welcome and be ready to help answer questions that our new adopters might have about the event.

Fundraising/ Raffles/ Surveys

For these jobs, we are seeking outgoing individuals who are comfortable approaching event visitors to sell raffle and split-the-pot tickets, or administer a short survey about their experience at the event. You will be paired with another volunteer and have freedom to move about the venue interacting with visitors. Please let us know if you can bring your own smartphone or small tablet to administer the survey online.

Merchandise Sales

Volunteers will assist in the sale of MFV merchandise in front hallway.