

## 2020 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 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.

### Set-Up & Tear-Down

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. Volunteers can help direct groups to their designated space and move 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 warm. Be prepared for clean-up, be prepared for chaos. If volunteering in this area, you will need to be ready to assist with anything! **A new opportunity is now available on Friday before event involving My Furry Valentine set-up at the Convention Center (also includes transport of materials from our storage facility)**

### Ticket Sales and Admission Data Entry

**TICKET SALES-** Ticket Sales volunteers will take payments in the form of cash and credit card transactions. You may also confirm guest pre-paid admissions to allow quick entry into the event. In this area, you will be trained on the software used to process credit cards during the Volunteer Orientation Meeting. (Note: ticket sales will require you to bring your own smartphone or small tablet and a willingness to download the App for payment processing)

**PRE-SALE TICKETS-** On Saturday from 10-12 pm, 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 smartphones. 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-** 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 are required to bring a smartphone, a tablet or computer.

### 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. 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! We accept teenagers 16 and older to work in this area. Teens younger than 16 must work alongside a parent.

## **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 or rescue setting. 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, taking dogs to the dog potty area and assisting with the handling of animals. If selecting this option, please indicate your relevant experience in the Comment Section below. This role is within the Dog Room- Saturday shifts only.

## **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 Adoption Data Entry**

You will assist adopters to facilitate the required data entry to ensure a smooth adoption of their newest furry family member! Ability to swiftly enter adoption data via computer is required.

## **Dog Adoption Runners**

You will assist adopters to understand the adoption process, pass out adopter swag-bags, and walk adopters and their newest furry family member through the raffle and photography opportunities at the event.

### **Dog Room Support**

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 aisleways 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 Adoption Runners**

You will assist adopters to understand the adoption process, pass out adopter swag-bags, and walk adopters and their newest furry family member through the raffle and photography opportunities at the event.

### **Cat Adoption Data Entry**

You will assist adopters to facilitate the required data entry to ensure a smooth adoption of their newest furry family member! Ability to swiftly enter adoption data via computer is required.

### **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 (online) about their experience at the event. You will be paired with another volunteer and have the freedom to move about the venue interacting with visitors. Survey volunteers need to bring a smartphone or small tablet to administer the survey online.