

2023 My Furry Valentine 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! **Saturday AM shifts and Sunday PM shifts.**

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 prepaid 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 Square App for payment processing)

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. **This area is open to volunteers ages 15-17 yrs old with a parent/guardian in attendance as well as older volunteers.**

Security and Hospitality

SECURITY- Security volunteers are needed to control the flow of pedestrian 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.

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.

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/ Visitor 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 visitor 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.