



Georgina Animal Shelter and Adoption Centre Shelter Fundraising and Event Volunteer Job Description

Position objective

To provide fundraising and event support to the Georgina Animal Shelter and Adoption Centre.

Responsibilities

- Assist with organizing shelter events such as the open house, adoption events, PetSmart events, health clinics, community events, and other fundraising or community outreach initiatives
- Assist with achieving the fundraising and outreach goals for the shelter
- Attend Shelter events and help promote the shelter and its programs
- Help onboard and train volunteers for events
- Assist with administrative duties relating to fundraising and events
- Assist with marketing for fundraising and outreach events

Qualifications

- A willingness to learn and comply with the shelter's fundraising and marketing plans as determined by the animal shelter.
- A background in working with animals and/or event and fundraising experience is desirable.

Requirements

- Completion of the volunteer application
- Completion of the volunteer interview
- Completion of the animal shelter volunteer orientation and training
- Completion of the Town of Georgina's volunteer onboarding training and associated documentation

Applicants must be over the age of 18. The ideal candidate is a committed, reliable, team player that has passion for animal welfare, fundraising and event planning and has an eagerness to learn.

Commitment

- The amount of time is flexible based on the volunteer's schedule and the shifts available, but it is mandatory that the volunteer identifies and commits to a consistent schedule that they can work.

Supervision

- Direct supervision is by shelter staff and the animal shelter supervisor. The animal shelter can be reached at animal-control@georgina.ca or 905-476-3457.

How to apply

- Interested applicants will need to complete the application and email it directly to the animal shelter at animal-control@georgina.ca.