



APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE:
Community Outreach Volunteer

Commitment

Applications will be considered for volunteers who can commit to a 2-5 hour shift, 1-2 times a month at outreach events for a period of six months. Each event is unique in date and time but they primarily take place:

Saturday & Sunday	Thursday & Friday
Afternoons and Evenings	Afternoons and Evenings

Volunteers being considered for this role must be able to attend all training classes and complete all requirements as listed below

Responsibilities

Community Outreach Volunteers play a very important role in linking the lives of the animals residing at Calgary Humane Society and the people of Calgary by:

- Supporting the Community Outreach and Fund Development teams during high profile events throughout Calgary
- Promoting shelter information, education and good-will with the people of Calgary
- Answering questions from the public regarding Calgary Humane Society in a professional and friendly manner
- Assisting with setup and teardown at outreach events
- Assisting with loading and unloading the Remote Adoptions Vehicle (Rover). Designed to safely house animal’s onsite during outreach events.
- Ensuring animals are safe and comfortable during their time in the Rover, and
- Adhering to CHS policies and procedures to ensure safety.

Qualifications

- Punctual, reliable and accountable for attending shifts scheduled for
- Can be trusted to work independently and with minimal supervision



- Ability to maintain a high level of professionalism and act as an ambassador for Calgary Humane Society
- Demonstrates compassion for both people and animals at CHS
- Strong interpersonal skills and comfortable speaking with the public
- Physically capable of lifting up to 40 lbs
- Previous animal experience either personal or professional an asset

Training

Training is mandatory and will be provided by CHS free of charge

- How Animals Learn
- Feline Body Language
- Canine Body Language
- Buddy Shift with CHS staff

Additional Requirements

- Must be 18 years of age or older
- Attend a volunteer interview
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form

[CLICK HERE TO APPLY!](#)

Calgary Humane Society sincerely appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted. Applicants will receive an update on application status with 3 – 4 weeks of applying.
