



APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: **COMMUNICATIONS VOLUNTEER**

Commitment

For most roles, you will be asked to commit to a minimum of six months of service with a weekly commitment of two to three hours

	9:30 – 11:30 AM	11:30 – 2:30
Tuesday	Available	Available
Thursday	Available	Available

Responsibilities

- Cleaning duties as assigned
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage
- Provide positive interaction, affection, socialization and exercise for animals in the adoptions area to help increase their adoptability and to decrease their stress levels as they wait for the new forever homes
- Taking photographs of animals available for adoption
- Helping to write memorable biographies for the animal profiles
- Assisting with videography
- Creating content for website and communications mediums
- Editing photographs using computer software such as Adobe Photoshop
- Updating communication assets around the shelter
- Other communications administration roles as assigned
- Assisting with sorting physical donations

Training

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

- First Buddy Shift (**REQUIRED**)



- Second Buddy Shift **(REQUIRED)**
- Canine Body Language **(REQUIRED)**
- Feline Body Language **(REQUIRED)**
- How Animals Learn **(REQUIRED)**
- Rabbits 101 **(REQUIRED)**

Requirements

- Must be 18 years or older
- Photography skills and ability to use a DSLR are required
- Videography skills would be an asset
- Attend an interview
- Previous animal experience and knowledge is considered an asset
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form.
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[CLICK HERE TO APPLY!](#)

Closing date: Position will remain open until successful candidates have been placed

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.
