



Volunteer Service Description



Title	Special Events Volunteer
Pay Class	Volunteer – Unpaid
Commitment	Attend 2 Special events a year
Number of positions	Unlimited

Department/Division	<u>PRCA/FRAS</u>	Latest Review Date	<u>5/19/2014</u>
Personnel Review		Department Review	<u>Amber Francisco</u>

The purpose of this position is:

To assist staff answer questions regarding the shelter and the animals; take animals to different locations to help promote adoption; to assist with set up and take down of major FRAS events such as Bark in the Park.

Job Duties:

Essential Duties: Reports to and works under the supervision of the Farmington Regional Animal Community Program Manager, or designees.

Responsibilities and duties include:

- Following safe animal handling and lifting procedures at all times.
- Taking dogs to different locations to promote adoption as an option.
- Help with set-up and clean-up at special events.
- Cleaning and disposing trash and animal waste.
- Observing infection control measures to prevent the spread of disease. Complies with volunteer standards and policies in PRCA Volunteer Management Manual.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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Qualifications:

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation scheduled by Community Program Manager
- Attends training scheduled by Community Program Manager
- Must be comfortable talking with the community about adoption and animal welfare
- Must be comfortable handling dogs
- Ability to tolerate loud noises in the kennel environment
- Ability to tolerate odors of cleaning agents and animal waste
- Ability to following instructions and work without direct supervision
- Ability to squat, bend, twist, walk, and stand for moderate to long periods of time

Requirements:

- Must be an outgoing person.
- Must be organized and detail oriented
- Must be at least 18 years of age or older to participate in most events.

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 20 or 40 pounds. The volunteer may occasionally lift animals requiring up to 20 or 40 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Work Environment:

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate to loud requiring ear protection provided by staff.

We are an Equal Opportunity Employer, M/F.