



Job Title:	Corporate Events Volunteer	Date Created:	Jan 17th, 2020
Reports to:	Manager, Volunteer & Community Engagement		

Position Summary

The Corporate Events volunteer will work alongside the Integrated Marketing and Development team to increase the volunteer and donor base by creating lasting partnerships with companies and individuals.

Volunteer Duties

- Set-up activities for [Team Day Experience](#) participants
- Confidently conduct shelter tours and ensure guests are stewarded appropriately
- Facilitate group volunteer activity's which may include animal enrichment
- Assist with our [Corporate Shelter Pets Program](#) by accompanying the Events Coordinator to various workplaces for shelter pets visits
- Maintain a working knowledge of THS mission, initiatives and programs
- Act as an ambassador to THS- always maintaining a professional and respectful demeanor
- Adhere to dress code – long pants, close-toed, flat shoes, volunteer t-shirt, and ID badge
- Adhere to biosecurity protocols and wear appropriate PPE (personal protective equipment) as necessary
- Work in compliance with all Society policy, procedures and protocols including Infection Control
 - Immediately report all incidents of injury, property damage, absence of or failure of a protective device and/or equipment to a Supervisor
- Work collaboratively with other staff and volunteers
- Attend and participate in on-line training, workshops, seminars, and in-service training as assigned
- Other duties as required in the day to day operation of the Society

Job Qualifications

- Must be 18 years of age or older
- Sales or fundraising experience an asset
- Excellent oral communication skills that are effective with a diverse range of audiences
- Ability to convey a high degree of commitment and passion for the mission of THS
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal oriented, with a high level of initiative and energy

Work Conditions

- Minimum 6 month commitment, schedule varies
- May involve the lifting, carrying, pushing, and/or pulling of heavy to moderately heavy objects and materials and some combination of climbing and balancing to include stooping, kneeling and crouching
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.