

## VOLUNTEER JOB DESCRIPTIONS 2008 CENTRAL TEXAS

Pets America depends on donations, grants, sponsorships, and the **valuable gift of our volunteers' time** to care for animals during times of disaster. Your work on the Operations Team or Disaster Response Team makes our mission possible!



**Review the job descriptions below, and consider positions that best fit your personality and the amount of time you are able to commit.**

### Disaster Response Team Job Descriptions

#### **Disaster Response Teams/Shelter Manager and Staff**

Each Disaster Response Teams will include a shelter manager and staff to oversee emergency pet evacuation shelters in Central Texas. Responsibilities include training and scheduling team members, supervising pet check-in and check-out, client-relations, and ensuring that adequate supplies and staff are available at each location. Important duties include controlling the numbers of owners visiting animals to avoid overcrowding, making sure incompatible animals are not released from the crates at the same time, being alert for behavioral problems, and troubleshooting.

#### **Shelter Set-up/Take-down Teams**

Upon activation by the Emergency Operations Center and the Town Lake Animal Center, the Shelter Set-up team will deploy with Animal Control Staff to deliver supplies and set up pet areas at designated Red Cross evacuation shelters. The team will also support "stand down" operations after the incident has ended.

#### **Evacuation Team**

Volunteers will deploy to Pets America Partner Communities as requested to assist with pet-friendly evacuations. Duties will include registering pets and owners, and tracking evacuees to designated emergency shelters in Austin and surrounding areas.

#### **Volunteer Resource Center Coordinator**

During a disaster, Pets America will collaborate with the American Red Cross and the City of Austin to train new volunteers who offer their services during a disaster. The volunteer coordinator will supervise six people and coordinate staffing for six Volunteer Resource Centers during a disaster response. Duties include assigning Volunteer Trainers and staff for each designated Volunteer Resource Center, scheduling those trainers and staff, and serving as a liaison to the Emergency Operations Center and Red Cross.

#### **Volunteer Resource Center Trainer &/or Staff**

During a disaster response, the Volunteer Resource Center Trainer and/or Staff will be assigned to one designated Volunteer Resource Center. The trainer/staff will interview new "spontaneous" volunteers, deliver Pets America orientation and training, and assign and deploy volunteers to support the disaster response team stationed at a specific pet evacuation shelters.

## **Pets America Operations Team Job Descriptions**

### **Volunteer Coordinator (PART TIME STAFF POSITION)**

The Volunteer Coordinator receives and processes all volunteer applications, assists with interviews with new volunteers, maintains volunteer records, tracks completed training for volunteers, hosts orientation meetings and volunteer appreciation events, and schedules quarterly training meetings.

### **Disaster Drill Coordinator**

The Disaster Drill Coordinator organizes and leads a minimum of two disaster drills annually in collaboration with Pets America partner agencies, including recruiting volunteer "evacuees," and verifying procedures and protocols.

### **Development Assistant**

The Development Assistant may assist with funding research, grant writing, grant administration, scheduling contact with foundations, corporations, or individuals, or soliciting auction donations for online auction.

### **Online Auction Assistant**

The Online Auction Assistant may assist in soliciting auction donations, and will be responsible for securing final auction commitments in writing, placing auction items online, assisting with auction marketing, and communicating with winning bidders.

### **Special Events Assistant**

Pets America has opportunities to work with agencies and individuals who wish to host fundraising events that benefit Pets America. This position will work with interested groups to plan and host fundraisers, and will ensure that Pets America's philosophies and messages are appropriately represented with each event opportunity.

### **Special Projects Assistant**

The Special Projects Assistant helps with a variety of one-time projects. Examples include researching and filing trademark registrations, preparing educational materials for specialized groups such as veterinarians, website updates, preparation of PowerPoint presentations, and miscellaneous public relations and community outreach initiatives.