

## Outreach Representative

**Reports to:** Volunteer Coordinator & Outreach Coordinator

**Position Function & Organizational Impact:**

- Increase awareness of Yakima Humane Society and our mission

**Time Commitment and Location of Work:**

- Yakima Humane Society, with the possibility of attending off site events
- Must volunteer a minimum of 6 hours per month

**Goals:**

- Provide educational opportunities to the general public
- Assist staff in planning, organizing and executing educational events

**Core responsibilities:**

- Assist staff as requested, including but not limited to:
  - Distributing flyers
  - Animal handling
  - Contacting vendors
  - Requesting donations
  - Setting up tables and chairs
  - Facilitating ticket sales, sign-ups and sign-ins
  - Teardown and cleanup after event
  - Follow ups after event

**Qualifications/Requirements:**

- Comfortable interacting with volunteer-approved dogs and/or cats
- Ability to follow specific instructions from staff
- Enjoys engaging with Yakima Humane Society visitors, volunteers, founders, and staff
- Commitment to the philosophy of Yakima Humane Society practices and policies
- Must be at least 16 years of age to volunteer for this position
- Track and input hours worked into the Yakima Humane Society database
- Regular access to email to receive updates