

Special Events Assistant

Reports to: Volunteer 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 8 hours per month

Goals:

- Assist staff and board members in planning, organizing and executing various events
- Provide expertise and support to ensure success of the event

Core responsibilities:

- Assist staff and board members as requested, including but not limited to:
 - Distributing flyers
 - 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:

- Warm, friendly and enthusiastic personality
- Ability to follow specific instructions from staff
- Enjoys engaging with Yakima Humane Society visitors, volunteers, board members, and staff
- Commitment to the philosophy of Yakima Humane Society's practices and policies
- Must be at least 21 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