



Creative Writing

Function:

- Spending time with animals and creatively translate the animals history, notes, and descriptions into a memo for potential adopters to read.
- Monitor older bios for outdated information and make edits to bios.

Specific Requirements:

- Creative writing skills a must!
- Need to be able to email memos as a Word document attachment.

Skills:

- Willingness to learn basic knowledge about Big Dog Ranch Rescue and its services.

Qualifications:

- Minimum of at least one 2 hour shift per week.
- Be in good physical condition with the ability to lift a minimum of 25lbs.
- Must comply with all safety procedures related to the organization.

Expectations:

- Expect to adhere to agreed schedule.
- Contact Supervisor if he/she cannot fulfill said schedule or will be late.
- Volunteers are expected to build and maintain positive working relationships with staff members.

Training Curriculum:

- Volunteer orientation and interview with Volunteer Manager and Marketing Coordinator.

Training Schedule:

- As necessary.
- Communication maintained by Marketing Coordinator and Volunteer Manager

Effective 1/2019

Approved CK

“Big and small, we save them all!!”