



Events Department Assistant

Function:

Assists with animals at off-site adoption events. Big Dog Ranch Rescues large scale special events include, but are not limited to: Winter Bark Bash, Wine Women and Shoes and Valentines Night Out. Third party events include but are not limited to: South Florida Pet Expo, Countdown to Zero, Saturday Night Lights and many more.

Specific Requirements:

- Assists with taking animals out of transport vehicle and returning them when shift is over or a break is needed.
- Learns details about the specific animal they are handling.
- Walks dogs throughout event, as appropriate and promotes adoption to guests/participants.
- Replenishes fresh water at event as appropriate.
- Immediately reports to staff any sign of anxiety and/or behavior issues with animals.

Skills:

- Willingness to learn basic knowledge about Big Dog Ranch Rescue and its services.
- Comfort with high public visibility.
- Events experience a plus.

Qualifications:

- Be in good physical condition with the ability to lift a minimum of 25lbs
- Outgoing personalities are a plus.
- Excellent communication and customer service skills.

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.
- On-site training with staff or a current volunteer.

Training Schedule:

- Schedule maintained by Special Events Manager/Marketing Coordinator.
- Communication maintained by Special Events Manager, Marketing Coordinator and Volunteer Manager

Special Events are the face of Big Dog Ranch Rescue. The perfect candidate will be outgoing, confident and possess excellent communication skills. This person should always be friendly while demonstrating a professional attitude when dealing with attendees/clients.

Effective 1/2019
Approved CK

“Big and small, we save them all!!”