



# Pawsitive Match Rescue Foundation

## ADOPTION EVENT

## VOLUNTEER

### The Role

<b>Location</b>	On-Site	<b>Reports To</b>	Event/Fundraising Director Event/Fundraising Coordinators
<b>Monthly Time Commitment</b>	5-10hrs, variable	<b>Direct Report(s)</b>	N/A

The Adoption Event Volunteer supports and participates in adoption events, helping showcase animals available for adoption. This role ensures the smooth execution of event activities, provides basic information about Pawsitive Match, and guides interested parties to the appropriate teams. Adoption Event Volunteers play a key role in creating positive experiences for both adopters and animals, helping facilitate successful matches and promoting responsible pet ownership.

### The Responsibilities

- Connect with Pawsitive Match foster homes to invite suitable adoptable animals to attend events.
- Coordinate with event venues, primarily partner pet stores, to schedule events.
- Arrange for volunteers to transport or handle animals when fosters are unavailable.
- Transport event supplies, such as signage, promotional items, and wire crates, to and from event locations, or arrange for another volunteer to assist.
- Set up and take down event materials; events typically last four hours and are held on weekends.
- Collaborate and communicate with the Director of Fundraising/Events and Fundraising/Events Coordinators.



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### The Person

- A community member in good standing.
- Positive attitude and enjoys engaging with others in a respectful, patient, and professional manner.
- Excellent communication skills, both in person and virtually.
- Able to learn and relay basic information about Pawsitive Match to interested parties.

### Experience & Qualifications

- Proficiency with Microsoft Word and Google Workspace.
- Experience with rescue animals is an asset.
- Event Planning & Coordination is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Customer Service & Communication is an asset.
- Animal Related Skills - Basic Animal Handling is an asset.
- Social Media & Digital Marketing is an asset.