

## Title of Role: Event Volunteer Leads

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**Purpose of Role:** Responsible for performing a wide range of tasks in support of the WECHS special events and third-party events, from guest support to event set-up and tear-down.

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### Qualifications:

- Must be over the age of 18
  - Comfortable working and interacting with people and animals in a variety of settings
  - Establish the practice of signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record.
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### Time Commitment:

- Minimum 1-year commitment, attending at least two (2) to three (3) events
  - Commitment to attend a pre-assigned shift of the day of the event (mostly weekends) and any pre-arranged training session(s)
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### Primary Tasks/ Responsibilities:

- Supporting WECHS events by filling identified roles and tasks
  - Represent WECHS in a professional and responsible manner
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### Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteer must complete:
    - WECHS Volunteer Application Form
    - Undergo an interview
    - When selected, complete a Criminal Record Check
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### Orientation and Training:

- Orientation Session
  - Specific-event training provided as required
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**Dress Code:** Specific to event; may vary from formal to casual  
Volunteer must wear an ID badge at all times

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**Supervision:** Events Coordinator

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**Location:** Offsite

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*Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.*