**A3P Volunteer Opportunities**

***Foster Coordinator***

Fosters play a vital role in the well-being of our pets.  Not only do they offer a safe and loving environment, they also help socialize and teach basic obedience to them, as applicable.  This helps to make the pet more adoptable.  Volunteers interested in assisting in this arena will work closely with the Volunteer Coordinator and will:

    Receive/conduct foster training

    Interview prospective foster families/individuals

    Provide appropriate care guides, when completed

    Maintain list of active fosters and update personnel files, as needed

    Coordinate with fosters for updates on pets and appearance at adoption events

    Ensure pets remain up to date on medical requirements (coordinate with kennel manager to schedule appointments, if needed)

    Post pets on social media

***Volunteer Coordinator***

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Because volunteers are vital to the success to A3P, we need a Volunteer Coordinator who is eager to recruit new volunteers and follow up with those who are interested but not quite ready to commit.  Additionally, the Volunteer Coordinator will be responsible for:

    Establishing an events committee

    Ensuring adequate volunteer support for activities and events

    Conducting periodic recruitment campaigns

    Maintaining volunteer personnel files

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***Social Media Coordinator***

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As a volunteer performing social media support you will be responsible for promoting adoptable pets, events, fundraisers, and/or other topics as identified on the social media schedule.  This is accomplished by:

     Aligning posts with the mission and objectives of A3P

     Understanding the market and target audience

     Adhering to the published social media schedule

     Posting pictures, videos and live feeds

     Responding to inquiries, comments, or concerns (depending on designated responsibilities)

     Researching topics applicable to the daily theme, i.e. pet safety

     Ensuring posts are in good taste, informative, and avoid political, religious, or personal opinions

     Avoiding duplication of posts

     Ensure compliance with the established communication policies

All volunteers will be trained to ensure compliance with expectations and requirements for social media.

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***Website Coordinator***

The website is a living document that requires constant monitoring and update.  We someone to keep the information updated and relevant by:

     Continually review the website for applicable content

     Updating information regarding programs, upcoming events, news stories, etc.

     Rotating pet pictures and other relevant photos

     Updating “success” stories

     Performing quality control over content, to include spelling, punctuation, applicability, etc.

     Appropriately archive outdated content, as required

     Coordinate with the Director, or applicable board member, for input/clarification

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***Fundraising Coordinator***

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A3P is a non- profit organization that relies heavily on fundraising.  There are several events and opportunities that are key in supporting our mission of saving homeless pets.  These include:

     Facebook fundraisers

     Grant opportunities

     Special campaigns

     Other opportunities (shoe drives, etc.)

Volunteers involved in fundraising events will work closely with the Director . Volunteers working social media fundraisers or campaigns will also take direction from the Director.

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***Events Coordinator***

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We host and/or participate in numerous events throughout the year to include adoption events, fundraisers, holiday activities, and community projects.  Once an event has been identified, responsibilities include:

     Developing the timeline for event execution

     Coordinating with community partners, supporters, and volunteers

     Preparing flyers for approval, distribution, and posting on social media

     Conducting planning meeting with the event coordinator

     Identifying support requirements to include volunteers

     Coordinating with the public relations point of contact for media distribution

     Ensuring required materials are identified, inspected (i.e. canopies, tables, etc.), and ready for transport and/or set up (complete event checklist, if required)

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***Training Coordinator***

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Volunteer safety is our number one priority so ensuring we have the right tools and training material and mechanisms in place is critical.  Curriculum development is also important, so our training coordinator will be responsible for coordinating/conducting the following training (and other session yet to be identified):

     Volunteer orientation

     Foster training

     Safe pet handling

     Animal behavior

     Pet care/enrichment

     Center procedures and protocols

The Training Coordinator will also maintain training records and advance volunteers, in conjunction with the Volunteer Coordinator, using a tier system as demonstrated performance warrants.

***Grant Coordinator***

We are looking for individuals skilled in research and writing to identify and apply for the numerous grants offered to organizations in the animal welfare arena.  Responsibilities include:

     Maintaining/updating the grant database based on available grants and windows for submission

     Writing grant applications and submitting to the Director and/or Vice President for review

     Checking status of submitted grant applications

     Assisting with/preparing financial reports regarding awarded grants, if required

     Working closely with the Director and/ or Vice President for guidance

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