



Vets and Their Petssm Volunteer Descriptions

1. Foster Pet Volunteer

Becoming a foster parent is a truly benevolent act, granting safety, a warm home and loving environment while a pet's veteran owner is receiving medical care or improving their circumstances in transitional housing.

The warmth, love and repayment you will receive from a loving animal in need, and from knowing that your kind act gives back to a brave veteran, is like no other. Thank you for *your* service, and applying to become a pet foster home for Vets and Their Petssm.

- a. As a foster parent, you will provide adequate food, water, shelter, and kind treatment for the animal(s) at all times.
- b. If veterinary treatment is necessary; you will transport the animal only after you've received approval from an authorized Vets and Their Petssm representative. You must also agree to transport the animal to approved veterinary clinics as directed by a Vets and Their Petssm representative.
- c. You will monitor the animal(s) to assure proper health on a daily basis. You will provide a responsible amount of exercise, bathing and grooming for the pet if needed. If professional grooming is needed, it must be approved from an authorized Vets and Their Petssm representative.
- d. As acting guardian you must guarantee safe living conditions, so no harm will fall upon the pet in your care. You must notify any Vets and Their Petssm representative as to any behavioral or health problems or changes of the animal(s). Vets and Their Petssm reserves the exclusive right to determine the proper course of action to take upon such notification.
- e. You may be required in some special cases to transport animal(s) to and from adoption events (i.e. PetSmart or other events on weekends) once per month at a minimum. It will be your responsibility to make arrangements for the animal(s) to be transported to necessary events. If you have interest in adopting the pet you must fill out the proper adoption forms and be subject to Vets and Their Petssm adoption approval process.
- f. You may be required to allow the veteran you're fostering for visitation rights to their pet, or will assist in transporting the pet to an agreed upon location for visitation (if requested by the veteran).
- g. Vets and Their Petssm will incur no charges relating to the care and concern of the foster animal without the express written consent from a Vets and Their Petssm representative. However, the care and welfare of fostered pets is our first and highest concern. All approved necessary maintenance expenses are covered by Vets and Their Petssm for each foster animal.

Interested? Please contact Vets and Their Petssm @ Tori-VetsandTheirPets@valleydogs.org.

★ Vets and Their Petssm ★

480-898-3647 ★ PO Box 364 ★ Gilbert, AZ ★ 85299

www.VetsandTheirPets.org ★ VetsandTheirPets@ValleyDogs.org

(Twitter) @Vetsandtheirpet ★ (Facebook) Vets-and-Their-Pets

* In association with Valley Dogs Rescue, a 501c3 non-profit organization



2. Educational Outreach Coordinator

The Vets and Their Petssm Educational Outreach Coordinator works closely with the Volunteer Coordinator to ensure that volunteers are trained, and appropriate educational materials are available to educate the public at all VaTP events. Tasks may include:

- a. Act as a primary liaison, educating the public and volunteers regarding Vets and Their Petssm.
- b. Attend events representing or as an agent of Vets and Their Petssm (i.e: PetSmart stores, festivals, animal or service related events, etc.).
- c. Distribute information at events, answer questions articulately. This person should be the 'go to' person and a passionate 'expert' on Vets and Their Petssm.
- d. Speak with veterans needing help at events.
- e. Work with the Volunteer Coordinator to confirm that new volunteers are trained.
- f. Create educational materials for volunteers, the public, and potential donors. This may include separate materials for each.
- g. May work closely with the Website Facilitator, IT/Technical Volunteer to create web-based training for volunteers or the public, and educational information online regarding the organization, as needed.

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3. Volunteer Coordinator

The Vets and Their Petssm Volunteer Coordinator helps the different 'people' parts of the puzzle work together cohesively, coordinating volunteers and events. This is a volunteer position for a true 'people' person. A high level of organizational ability and interpersonal skills are required for this volunteer position. Upbeat personality is a plus.

- a. Works closely with the Educational Outreach Coordinator to ensure educational materials are available for distribution at events (by volunteers).
- b. Works with the Educational Outreach Coordinator to train volunteers.
- c. Coordinates volunteer activities and street teams.
- d. Maintain volunteer sign-up sheet; follow up with new and potential volunteers.
- e. Interview initial new and potential volunteers – and be able to spot a good one! Suggest viable candidates for additional review.
- f. Works (as needed) with the Fundraising Coordinator, managing volunteers at Vets and Their Petssm events; confirming that volunteers will be available and trained, as needed.
- g. Negotiating skills are a definite plus in helping to retain and assess the skills sets of high value volunteers, and determine how best to utilize and keep them.

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4. **Fundraising Coordinator**

At the epicenter of virtually every non-profit organization is a great fundraising coordinator. This volunteer is great with people, thinks on his or her feet and is a creative facilitator and task manager. This volunteer will preferably have knowledge or experience in not-for-profit fundraising, and event coordination. We can't effectively do what we do without funding behind us -this volunteer is truly at the heart of our organization, and must be willing to wear a variety of hats.

Skills preferred:

- a. Creative thinker.
- b. Understanding non-profit financial need and finance (or willingness to learn).
- c. Self-motivated, resourceful, tenacious. Highly organized.
- d. A true 'people person'.
- e. Ability to see the 'big picture' of the organization, and its capacity for growth, with thoughts and ideas on getting there.
- f. Grant writing is a major plus.
- g. Solicit donors.
- h. Solicit donations for events, veterans and pets etc.
- i. Ability to budget and plan needed operational funds, and forecast future need.
- j. Highly articulate. Must be willing to become an expert on Vets and Their Petssm as an organization, and our cause.
- k. Plan and manage fundraising events. Have knowledge of community-wide events appropriate for attending (or willing to learn).
- l. Attend events, as appropriate, for fundraising purposes, working closely with the Educational Outreach Coordinator to ensure proper educational materials are available to donors.

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5. **Event Volunteer(s)**

Event volunteers may only be needed a few times a year to help support events and outreach programs, but we couldn't be there without them!

We need volunteers to be upbeat, friendly and like both people and animals (a lot!).

For those who want to give back to our veterans, love animals, but don't have a lot of time to give, this might be a great volunteer opportunity for you!

- a. Availability to attend events representing or as an agent of Vets and Their Petssm (i.e: Petsmart stores, festivals, animal or service related events, etc).
- b. Hand out info at events, answer questions.
- c. Speak with vets needing help at events.
- d. Have knowledge of organization and related need.
- e. Outgoing personality, approachable demeanor.
- f. Knowledge of animal rescue organization tasks, homeless veteran and animal foster info as pertains to Vets and Their Petssm.

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6. **Operations / Administrative Coordinator**

(Facilitates and coordinates administrative tasks for Vets and Their Petssm)

As the Operations /Administrative Coordinator volunteer, you will be the head of administrative support, and the 'go to' person for any and all information by other volunteers. You will be responsive, upbeat, and organized.

- a. Responsible for being the center of information for Vets and Their Petssm (i.e: distributing or maintaining masters of all documents, brochures and flyers, educational copy, photos, posting to online file management/storage site (such as Google Docs) within Vets and Their Petssm, as needed).
- b. Maintains Vets and Their Petssm email, forwarding incoming mail, requests or tasks to the appropriate personnel/volunteer.
- c. Maintain the Vets and Their Petssm calendar, distributing to the Website Coordinator for Vets and Their Petssm website & Social Media Coordinator for social media outlets.
- d. Post & manage volunteer requests on volunteer solicitation websites. Forward applicants to Educational Outreach Coordinator.

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7. Website Facilitator, IT/Technical Volunteer

This volunteer position requires a technical 'jack of all trades'. We don't need to know how you make your technical magic happen, we're just happy you do! Please be deadline driven, creative and with some know-how to think around a problem, or offer useful fixes.

- a. Update and maintain the Vets and Their Petssm website (this includes, but is not limited to: uploading and maintaining graphics, uploading, identifying and organizing photos, uploading/updating relevant calendars, documents, video and interactive elements).
- b. Responsible for overall look and feel of the Vets and Their Petssm website & interactive materials.
- c. Fluency in Mac and PC based platforms preferred, proficiency in one required.
- d. Proficiency with e-Cards and interactive media.
- e. Expert at Microsoft Office Suite required.
- f. Bonus: Writing engaging and demographic-specific copy.
- g. Bonus: Graphic art / Flash / animation interactivity creation & development.
- h. Bonus: Familiarity with website trends and new interactivity potential, recommend improvements to website, as applicable.
- i. All work done must be the property of Vets and Their Petssm, however may be used for personal portfolio purposes.

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8. Therapy Dog Trainer

A good dog trainer is worth his or her weight in gold. In this instance, maybe more, as many veterans' dogs (as needed) will undergo therapy dog training, to teach them to care for the specialized needs of an ailing master. Dogs will also be trained for general housebreaking and discipline, as needed. This will be a great help to Veteran owners, and foster parents alike.

Your help can truly make a difference.

- a. Prior experience in training therapy dogs is required.
- b. Prepare veterans' dogs to qualify and serve as a therapy animal.
- c. Coordinate service animal training for pets of veterans needing a service animal.
- d. Help veterans' dogs in foster care, which occasionally need disciplinary, emotional or structural guidance.
- e. Knowledge of types of therapy dogs veterans require most often.

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