



VOLUNTEER POSITION DESCRIPTION

Position: Event and Fundraising Team Member *

Locations: Gold Coast & Brisbane

GOLD COAST	Any time – events may be hosted any day, any time.
BRISBANE	Any time - events may be hosted any day, any time.

Reports to: Event Coordinator/Business Development Team

Responsibilities: This is an on-call position and involves attending fundraisers and events as the representative of Animal Welfare League of QLD. You will need to be happy and positive with great communication skills. You may be helping with animals, watching after them and caring for their needs. You also may be handing out flyers, brochures collateral for the AWLQ. This role requires the ability to interact with the public, staff and other volunteers.

Stress: Please note that while the shelter is a wonderful place to visit, sometimes working in a shelter environment may cause stressors to certain individuals, namely those who have either a history of / or are predisposed to: anxiety, depression, mental health issues, are in physically poor health or have been diagnosed as being on the ASD spectrum.

If you fall into these categories please feel free to contact our Volunteer Department for more information.

Physical Capacity Required:

- Moderate level physical fitness with the ability to lift up to 20kg.
- Ability to cope with bending up and down and being on your feet for most of the shift.
- High level of manual dexterity, ability to manage multiple objects at once.
- Ability to walk unaided on grounds, pathways, grass, stairs and sometimes slippery and muddy pathways and yards.
- Clear vision, ability to see animal's body language, see obstacles and hazards.
- Ability to hear if an animal is in distress, giving low sounds or initial warning sounds that the animal is indicating fear.

Mental Capacity Required:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Attention to detail particularly regarding procedures, hygiene and sanitization.
- Ability to comply with Standard Operating Procedures, Workplace Health and Safety Guidelines
- Work in a safe manner without risk to themselves, others or the environment.
- Correctly use all personal protective equipment provided.
- Comply with all emergency and evacuation procedures, respond appropriately to safety incidents.

Emotional Capacity Required:

- Calm and confident with dogs and people.
- Not easily distressed, not easily upset.
- Mature and emotionally secure. The shelter environment can be a trigger for some people with emotional or mental trauma.
- Ability to cope with changes, busy working environment and demanding schedule.
- Gentle and mature disposition with demonstrated affinity with animals.
- Not bothered by strong smells or getting dirty.

Autonomous / Unsupervised Capacity Required:

- Demonstrated ability to take direction from team members in supervisory roles.
- Ability to work autonomously while managing your own time effectively.
- Ability to work as part of a team.

Skills Required: The ability to work as part of a team and also individually, attention to detail is a must also the ability to keep any audience engaged.

Volunteer characteristics: Hard working, excellent communication skills, trustworthy, friendly and engaging, the same aims and objectives aligned with the AWL.

Performance Goals: At the end of 3 months with a minimum of 48 volunteer hours, be assessed prior to graduating to become a regular volunteer.

Time commitment: This is an on call position.

***This position works directly with our Business Development Team and AWLQ holds a specialised Induction for those just wishing to volunteer offsite at fundraisers and events involving AWLQ.**