

Below are the Job Descriptions for volunteer opportunities within HOPE for Pets. If you have a talent or way of contributing that is not listed, please let us know!

### **All About Seniors**

This program will match senior citizens with senior pets. You can help by making phone calls, soliciting donations and giving some of your time to get this program off the ground so that we can help save the lives of animals in our community who otherwise would have been euthanized due to their age. It will also provide a loving companion to a senior in need.

### **Anything I can do at home**

Volunteering made easy! There are always things you can do from the comfort of home such as, mailing thank you letters and donation solicitations. Volunteers are needed to bake for special events, make phone calls, answer e-mails and contact the media to advertise our event or program. There are so many ways you can help from home we can't list them all!

### **Arts, Crafts, Sewing**

Share your talents with us!!!! Make items for HOPE to sell at special events, fund-raisers and on-line auctions.

### **Donation Boxes**

HOPE needs any and all donations even pocket change! Take responsibility for placing and collecting money from our donation boxes at your favorite neighborhood stops. Permission is sought from business owners and arrangements are made with them regarding how money will be collected.

### **Educational Programs**

We want to educate everyone on the importance of proper animal care, animal cruelty, and the benefits of spay and neuter. Help us to find ways and programs to reach children and adults.

### **Emergency Medical Assistance Program**

This program will provide assistance for veterinarian medical emergencies on a case by case basis. You can help by making phone calls, soliciting donations and giving some of your time to get this program off the ground so that we can help save the lives of animals in our community who otherwise would have been euthanized due to lack of funds.

### **Fundraising**

Assist the Fund-raiser Coordinator in planning and implementing fund-raising events ie., selling raffle tickets, distributing flyers and brochures, solicit donations, manning booths, roadblocks, etc. Help in coming up with new and exciting ways to raise money.

### **HOPE on Wheels**

There are a number of ways to help with this program, food preparation, food pick up, food delivery and community outreach. Take a look and see which is right for you!

- \* **Food Preparation:** Fill containers that are to be delivered to clients with the proper mixture and weight. Properly label the containers with the client's information. Fill out the proper paperwork to ensure a correct inventory and mixture of food is in the storage bins.
- \* **Food Pick up:** Pick up donated food from the local businesses, take to the storage facility and put it in the proper containers. Fill out the proper paper work as to weight, brand, and type of food {senior, weight management, puppy etc...} was donated.
- \* **Food Delivery:** Deliver food to Meals on Wheels volunteers or qualified clients not enrolled in Meals on Wheels.
- \* **Community Outreach:** Talk to seniors, low income and special needs residents about the program and sign up new clients.

### **Newsletter**

Assist in the development and design of our newsletter. Once designed, you can help by writing, researching articles or taking care of the mailing details. Help distribute the newsletter to pet shops, vet offices, etc.

### **Spay and Neuter**

Help us end the pet overpopulation problem by researching the best type of program to implement and the proper way to run it. Making phone calls, soliciting donations and giving some of your time to get this program off the ground so that we end the need for euthanasia in our over-filled shelters and provide long happy lives for all of God's creatures.

### **Special Events**

Assist in coordinating special events such as holiday bazaars, community festivals, pet pictures with Santa etc. There are always jobs available and the best part, you get to have fun doing them!

### **Transport**

Bring joy and good health to the life of the companion animals in our community! Assist with transporting our seniors and other qualified residents and their companion animals to routine vet and grooming visits.

### **Volunteer Program**

HOPE can not work properly without loving and dedicated volunteers. Help to contact and recruit volunteers. Assist volunteer coordinator with recruitment meetings. Help maintain the volunteer database and scheduling volunteers for events according to their interests and availability.