



## **VOLUNTEER POSITION DESCRIPTION**

### **TITLE:**

Outreach Street Team – CR-OST

### **MAJOR OBJECTIVE:**

- Help distribute promotional material for the Center’s various programs, services, and upcoming events to designated businesses, neighborhoods, community centers, and organizations
- Serve as a community outreach liaison for MSRPAC by distributing promotional materials at Center and community events

### **TEAMWORK REQUIREMENTS:**

Will work closely with Community Outreach Coordinator and Director of Development to ensure all promotional materials and target locations are updated.

Will perform other clerical duties and special projects as time permits.

### **RESPONSIBILITIES:**

1. Distribute flyers, brochures, signs, and other promotional materials to designated areas in the greater Riverside area
2. Answer questions and provide information regarding MSRPAC’s programs, services, and upcoming events while delivering materials and volunteering at events
3. Print and stock updated promotional materials as needed
4. Deliver materials to 3-5 designated locations each week
5. Update location log after each delivery of promotional materials
6. Maintain up-to-date knowledge of Center’s events, services, and programs
7. Distribute promotional materials at major events

### **QUALIFICATIONS:**

1. Must have access to transportation
2. Valid driver’s license
3. Proof of vehicle insurance policy with \$50,000/\$100,000/\$300,000 coverage
4. Outgoing and friendly
5. Empathetic and engaging personality
6. Excellent communication and social skills
7. Ability to handle stressful situations
8. Ability to project a professional image
9. Computer savvy
10. Comfortable handling all types, sizes and breeds of cats and dogs

11. Must handle all pets in a consistent, positive manner
12. Dedication to the center's philosophies
13. Minimum 16 years of age
14. Must be able to lift 25 lbs.

**TRAINING:**

1. Attend MSRPAC's volunteer general informational session
2. Attend a 1-hour training session with Community Outreach Coordinator/Director of Development

**TIME AND PLACE:**

Shifts available Monday-Sunday between 8AM-4PM. Shifts also available depending on event time and volunteer's schedule.

**COMMITMENT:**

Minimum of one hour per week for six months.

**SUPERVISION:**

Direct supervision by the Community Outreach Coordinator or Director of Operations. Indirect supervision by the Volunteer Services manager or coordinator.

**BENEFITS:**

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!