

Volunteer Position Description
Humane Education: Birthday Party Facilitator



Position Title: Birthday Party Facilitator

Purpose: The Birthday Party Facilitator is responsible for ensuring guests have an enjoyable and safe experience during the 1.5 hour birthday parties scheduled at the CASPCA. The Facilitator leads party goers on a tour of the shelter to see adoptable animals, and then selects a shelter pet to attend the party for 15 minutes for supervised play time. The facilities offer a private entrance, large open classroom, and a kitchen, which are maintained by the Facilitator.

Location: Birthday Party Facilitators volunteer at the CASPCA's shelter
3355 Berkmar Drive, Charlottesville, VA 22901

Key Responsibilities:

- Greets party guests in basement/education room
- Maintains education room for cleanliness and safety, before, during and after party
- Leads tour of adoptable areas
- Receives donations from visitors, completes and files Donation Receipts
- Cleans up education room and puts away party supplies

Responsible to: Samantha Davis, Volunteer Coordinator

Time Commitment: 3 hours minimum per month, for a minimum of 6 months. Volunteer must be available on weekends; parties are scheduled on Saturdays or Sundays from 1-2:30PM or 3-4:30PM.

Qualifications: Highly motivated with strong communication skills and an outgoing, polite and professional attitude. Displays an interest and commitment to the programs, goals and objectives of the CASPCA. Ability to monitor visitors to ensure safety of shelter pets and guests. Volunteers must agree to a background check.

Support: Training for this position will be provided.

Dress Code: Business Casual

Volunteer Name (print)

Volunteer Signature

Date