



Event Volunteers

Calgary & Edmonton

POSITION DESCRIPTION

Who Are We

Tails of Help is a volunteer-driven registered charity focused on helping Albertans in need. Approved by the Alberta Veterinary Medical Association, we help fund essential veterinary care for ill or injured pets of owners who are experiencing financial hardship. Our goal is to help keep pets healthy and with their loving families.

Who Do We Help

We help seniors, disabled, or low income pet owners who own pets that need essential veterinary treatment. We can help care for companion animals of all kinds, from dogs and cats to birds and ferrets.

Tails of Help has the objective to provide assistance to the Alberta pet owner facing financial hardship whose companion animal is ill or injured and requires essential veterinary care. Tails of Help also strives to educate the public on the cost and responsibilities of pet ownership, including disease and injury prevention. The goal is to help reduce the burden on animal shelters, humane societies and social services in the province by keeping pets healthy and with their loving families.

All Staff and Volunteers are required to maintain a high level of professionalism and act as an ambassador for

Tails of Help

and

Have an appreciation and respect for animals, and the values and objectives of

Tails of Help

Objective of Tails of Help Public Events:

Tails of Help has a range of events that it organizes or participates in – these include Tails of Help's Howloween Dog Walk, Pets in the Park and Petapalooza. Tails of Help also participates in veterinary conferences and sponsor's public and promotional events.

- The objective is to share and promote the work of Tails of Help to the public, community, veterinary and pharmaceutical sectors, and as a result, increase donations, support and sponsorship for the funding of essential veterinary care for pets of low income Albertans.

Duties, Responsibilities & Skills:

An Event Volunteer for Tails of Help could be involved in a range of activities including:

- Assist in the development and planning of an event
- Assist in the development and creation of event resources
- Event execution
- Event set up and take down
- Event registrations
- Taking pledges and donations
- Public relations Ambassador
- Promoting to and educating the public about the work of Tails of help
- Interact with the public and participants, providing information and answering questions on our program
- Must be a reliable and dependable team player, and have the ability to work with a diverse group of individuals
- Have an interest in animal welfare, assisting others and working with the public
- Have very good communication and interpersonal skills
- Ability to share detailed information about how the Tails of Help Program works and feel comfortable asking for public support

Time Requirements:

- Event Volunteers must be available to meet the requirement of the role and event. Event Volunteers are required in Calgary and Edmonton.

Orientation & Training:

- Information/orientation sessions include Tails of Help information, purpose and mandate of the organization.
- Event meetings or teleconference calls will be required with the Executive Director and may also include related committee meetings.
- Support from the organization, Executive Director, committee(s), peers and Board

Benefits:

- Assist Tails of Help to achieve our objectives - keeping pets healthy and with their loving families
- An opportunity to assist in the development and execution of an event for a growing charitable organization
- An opportunity to meet and interact with new people and participate in annual public events
- An opportunity to work with and interact with peers, volunteers, public and pet owners.
- Reference letter

Screening may include all or some of the following:

- Application
- Information/Orientation Session
- Interview
- Reference checks
- Successful completion of a Police Check

Reports to:

Executive Director, Tails of Help

TO APPLY:

To apply, please email your resume and a brief covering letter outlining why you want to volunteer for Tails of Help. Please email your application to andrew.ewan@tailsofhelp.ca with the position you are applying for in the subject line.