

VOLUNTEER OPPORTUNITIES

952-368-PAWS (7297)

SOUTHWEST METRO ANIMAL RESCUE AND ADOPTION SOCIETY

P.O. Box 493 Chaska, Minnesota 55318

New Volunteers Welcome!

E-mail: volunteer@swmetroanimalrescue.org

Thank you for your interest in volunteering for SMARAS. We are an all-volunteer non-profit organization dedicated to the placement of homeless and unwanted cats and dogs into suitable permanent loving homes through adoption. If you have any questions or want to learn more about our volunteer opportunities, please call us. You may leave a message 24 hours a day, 7 days a week. A representative will return your call.

COMMITMENT LEVELS:

LOW: No specific time commitment MEDIUM: Specific Dates and Times HIGH: A fundamental part of the day to day operations

ADOPTION DAY COORDINATOR Commitment Level: Medium

Host scheduled monthly Adoption Days. Sample duties include:

Arrange and confirm Adoption Days per telephone.

Set up road signs prior to Adoption Day event (1/2 hr or so before)

Transport supplies to Adoption Days.

Set up tables and chairs. (Volunteers will help)

Coordinate with Storage Coordinator on how supplies will be distributed to foster homes at Adoption Days if needed.

Collect money for adoptions and mail to Treasurer.

Call volunteers and foster homes prior to Adoption Day to confirm attendance.

ADOPTION DAY TRANSPORTER/HANDLER Commitment Level: Low

This involves transporting pets available for adoption to Adoption Days. Leashes for dogs, and carriers for cats are provided. Must be at least 21 years old.

Picking up the pet at veterinarian clinic or foster home the day of the event.

Stay with pet at Adoption Day and supervise that pet.

Return pet to pick up site if not adopted.

ADOPTION DAY VOLUNTEER Commitment Level: Low

If you would like to join us for Adoption Days, we can always use the help. Duties will vary depending on the specific needs the day of the event. If under 15, must be accompanied by a parent or guardian. Sample duties include:

Assist Adoption Day Coordinator in set-up and teardown of tables, chairs and cages.

Assist Volunteer Photographer with photographing pets available for adoption.

Get fresh water for cats and dogs

Clean up after the animals as necessary

Assist in dog handling if needed; walks, puppy corral, etc.

FOSTER CARE PROVIDER Commitment Level: High

This position is for caring households that are interested in providing care for animals that are waiting to be placed in a permanent home through adoption. Foster homes provide a stepping-stone for those animals waiting to be adopted. All food and medical expenses are provided. Must be 21 or older to provide foster care.

Attending all monthly Adoption Day events with foster pet.

Transporting pet to veterinarian appointments (scheduled by Coordinators)

Being available for potential adopters to meet the pet at your home or an agreed location.

Average commitment is 3-6 months.

SUBSTITUTE FOSTER CARE PROVIDER Commitment Level: Low

Occasionally we need volunteers to care for our animals on a temporary basis, for instance if a foster home is on vacation. Food and supplies are provided.

Must meet requirements as a Foster Care Provider.

Time commitment average ranges from 2 days to up to 2 weeks.

Attend Adoption Day with the pet if scheduled at the time of stay

Transport to veterinarian appointments if needed

LOST AND FOUND COORDINATOR Commitment Level: Medium/High

Assist in the area of lost and found pets by maintaining a log of all calls, and attempting to match lost pets back with their owners.

Returning telephone calls daily regarding lost and found pets

Maintain a listing of lost and found pets

Contact Dog or Cat Coordinator's regarding placing found pets

STORAGE COORDINATOR Commitment Level: Medium/High

This involves maintaining the Storage Facility where our supplies are kept. Sample duties include:
Maintain an Inventory of supplies/foster homes.
Working with foster homes to distribute supplies.
Transporting donated items to storage.

VOLUNTEER COORDINATOR Commitment Level: High

Do you like people? This may be the position for you! This involves working with the volunteers of the society and helping to implement ways to recruit new volunteers. A fun way to get to know other pet lovers!
Recruit and maintain the volunteer base for the organization
Return telephone calls daily to potential volunteers
Coordinate volunteers for specific events such as Adoption Days, etc.

FUNDRAISING COORDINATOR Commitment Level: Medium

This position is perfect for those who like coordinating fundraisers and events and have a strong desire to help the animals. This position involves implementing and leading fundraising activities. Will work closely with Volunteer Coordinator to organize volunteers for various fundraising events such as: candy sales, raffles, garage sales, auctions, car washes, recycle can program, or bag-food at Cub or Rainbow (donation jar).

MARKETING MANAGER Commitment Level: High

Be on hand to assist Marketing Committee. Oversees Marketing Committee including Fundraising, Publicity/Promotion, Newsletter, etc. Reports monthly to the Board of Directors.
Create agenda, schedule and hold monthly Marketing Meetings
Maintain all paperwork for operations of Marketing Committee.
Have materials printed as necessary for Marketing Committee

BANK COLLECTION VOLUNTEER Commitment Level: Medium

Collect donations out of donation banks from specific businesses.
Collect donations monthly from specific banks at local businesses
Forwarding donations collected to Fundraising Coordinator

NEWSLETTER COORDINATOR Commitment Level: Medium

SMARAS publishes a quarterly newsletter. We need volunteers to gather information to be included in the newsletter and put together articles. There are various positions open with the newsletter; let us know which area would interest you!

POSTER VOLUNTEER Commitment Level: Medium

Once a month we need volunteers to post Adoption Day posters. If you are able to hang a few posters a month, give us a call!
Posting Adoption Day posters once a month at selected businesses.
Posters to be hung at least 7 days prior to event. Poster will be mailed approximately 10 days prior to event.

PUBLICITY/PROMOTIONS COORDINATOR Commitment Level: Medium

This position involves creating and promoting awareness of SMARAS into the community through mailings, media coverage, etc. If publicity and promotion is an interest of yours this is the position for you!
Contact person for the newspapers and media.
Maintain various businesses with a display brochure in holder, etc.
Assist with exposure for weekly advertising of pets available for adoption.

SPECIAL EVENTS COORDINATOR Commitment Level: Medium

Work closely with Fundraising Coordinator and Volunteer Coordinator. Implement ideas and supervise Special Events and Information Booths such as: Carver and Scott County Fairs, River City Days in Chaska, Nickel Dickel Day in Waconia, Derby Days in Shakopee and Steamboat Days in Carver
Reserve booth space at events-be contact person for volunteers of event (will work with Volunteer Coordinator)
Set-up/Tear-down Booth Space and represent Society. (with the help of Volunteers)
Transport marketing items such as business cards, brochures, sign up sheets, donation jars, etc.

VOLUNTEER PHOTOGRAHER Commitment Level: Medium

Photographing all pets that are available for adoption. The pictures are used in advertising for our posters, and "Pet of the Week" ad in local newspapers. Film and developing are provided.
Visit Foster Home or Veterinary Clinic where the pet is being housed, or photographs may be taken at Adoption Days.