

Volunteer Manager

This job involves checking in volunteers, soliciting volunteers if needed, and giving volunteers any information they need. Do this with a smile to make the people feel welcome.

Your job is the following:

- 1) Before each event and course build, ensure that volunteers for that event, on the sheet provided, are present.
- 2) Before each event and course build, ensure each volunteer knows their task, plus where and when they are supposed to be.
- 3) Check to ensure that everyone is in place at the required time.
- 4) Solicit volunteers to fill in if necessary.
- 5) Act as the contact point for volunteers for any questions or feedback.
- 6) Show the volunteers where to find the drinks, snack, and lunch as required.
- 7) Ensure Paws4Fun members sign the volunteer sheets for their volunteer hours.

(Last update 7-Feb-2024)