



## **Volunteer Job Description – Birthday Paw”ty Assistant**

**Focus of the Job:** The primary responsibility of the Birthday Paw”ty Assistant is to assist staff with facilitating the party and to monitor the paw”ty guests.

**Reports to:** The Humane Education Coordinator, Sr Strategy and Business Operations Manager and the Volunteer Coordinator

**Requirements:**

- Orientation
- Shelter Training

**Tasks:**

- Set up and or break down party décor
- Clean up any garbage the accumulates throughout the paw”ty
- Monitor and gather children when activities began and throughout the paw”ty
- Can manage 15-20 kids

**Physical Requirements:**

- Must be able to stand for up to 3 hours
- Must be able to reach and bend

**Work Environment:**

- Medium paced environment

**Shift Rules:**

- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff

**Dress Code:**

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. If you decide to bring a sweater or long-sleeved shirt, it must be worn under your volunteer shirt.