



“Street Team”

Volunteer Position Description

Function: Oversee and plan the logistics for Friends of MACC Whisker & Woof Wagon events, which includes humane education, adoption/foster fairs, special events (i.e., The Shelter Cup and Paw Classic), neighborhood/corporate events. This committee will work closely with the events committee, humane education committee, and Board of Directors to plan events that positively impact the shelter and the community.

Time Commitment: Hourly time commitment varies per week/month. Street team members will be assessed on an on-going basis, with appointments renewed annually unless a member decides to step down via a 30-day notice at any point.

Core responsibilities:

- Plan and coordinate regular events within the set budget.
- Oversee the event onsite, including both event day and set-up the day prior to the event.
- Develop positive relationships with members, event vendors and other volunteers.
- Assemble and work with a team of volunteers to plan and execute all logistics around WWW events, which could include fundraising, education, outreach and/or appreciation.
- Recruit and bring in event exhibitors/vendors that add value and enjoyment to the event.
- Work closely with the Friends of MACC social media and marketing teams to facilitate effective event promotion.
- Communicate all questions and complications to Friends of MACC Board of Directors.
- Provide open communication and details around planned activities with the Friends of MACC board to keep the budget updated.
- Attend meetings and work sessions as scheduled.
- Help determine volunteer needs for all aspects of event execution.
- Maintain accurate records and budgets for all aspects of the event.
- Track hours worked and record monthly in order to articulate impact.

Post-event duties:

- Send thank you notes to vendors, sponsors, entertainment and logistics providers.
- Participate in a post-event wrap-up and volunteer survey.
- Collect and organize information for input into the CRM system.

Qualifications/requirements:

- Have previous event planning experience (recommended but not required), with the ability to work within budget and collaboratively with others
- Review and sign a Non-Disclosure Agreement and agree to the requirements of working within a Friends of MACC email address
- Ability to work with other event volunteers, key staff in a positive, professional manner at all times and keep track of all moving parts as they pertain to this position



- Proactively track and follow timelines and update them throughout planning process
- Be a self-starter who can troubleshoot and improvise (when needed)
- Have strong written and verbal communication skills and be able to proactively communicate updates, questions and issues within the local planning team and with Friends of MACC
- Be outgoing and personable, have the ability to reach out to new people and talk about the event, and bring them onboard for various aspects of participation
- Have regular access to email, be able to monitor and respond to emails daily (or in the evening). Being responsive is a must!
- Have strong computer skills, which include the following: experience with Google Drive, Outlook and Excel, and the ability to learn new computer software programs
- Be flexible and able to roll with changes throughout the process is a key for success