



Portland Animal Welfare Team

Thank you for your interest in volunteering your time and talents to help the pets of people who are homeless or in extreme poverty. Your efforts will make a big difference in the lives of pets and their people who have so little. We look forward to working with you to find a volunteer role that makes full use of your skills, interests, and compassion while contributing to the well-being of those we serve.

Core Team volunteer positions require a minimum commitment of four hours/month for six months. Some positions require a more extensive commitment of time. Please consider whether or not you are able to honor this commitment before turning in the application.

To apply:

1. Review and consider the core volunteer positions available (see next page).
2. Complete the Core Team Volunteer Application form, and return it to us by email, fax or post.
3. We will compare your application with our anticipated core volunteer needs for the next six months and will contact you to discuss the position(s) which best match your interest and our needs.

We will do our best to respond to your application within two weeks. At that time, we will be happy to answer any questions you have about the details of each position.

Once we have settled on a Core Team volunteer position that works for you and for PAW Team, you will meet with PAW Team staff or Board members, or other seasoned volunteers who will provide training in your new Core Team position, and coordinate your volunteer schedule.

Thank you for sharing your time and skills, and we will do our best to make this a rewarding and meaningful experience!

Best regards,

Wendy Kohn, DVM
Executive Director

Core Team Volunteer Positions at PAW Team

- **Clinic Team Leaders:** answer questions from newer volunteers at clinics, and assist with the smooth flow of clinics. Will be familiar with all relevant volunteer positions and tasks for clinics (training will be provided), and will be ready to jump in where needed at each clinic. Ideally, six or more Team Leaders will attend each clinic, with two Team Leaders assigned to each Team (Intake, Medical, or Services) and responsible for supervising and assisting with orientation and follow-up questions during the clinic. Team Leaders will also assist with clinic preparation and helping to ensure that materials are printed and stations prepped prior to the clinics.

- Age: 18 years or older
- Schedule: first Sunday of each month, from 10 am – 5 pm, at clinic location
- Commitment: four clinics in a six-month time period, or eight clinics per year
- Skills: previous participation in at least two PAW Team clinics; outgoing, adaptable, good communication and leadership skills, able to handle high-pressure/chaotic situations; able to multi-task; comfortable working with a wide range of people; for Medical Team, experience in a veterinary clinic or similar organization preferred.

- **Medical Communications Assistant:** answer email queries from clients to provide information about clinics or service qualifications, answer basic medical questions or get additional information from client (take basic medical history by email or phone), forward cases to PAW Team medical team vets as needed for additional follow-up. Request copies of records from partner clinics.

- Age: 21 years or older
- Schedule: flexible; respond to emails within 2 days if possible; work from home
- Commitment: 2-4 hours per week on average; for at least six months
- Skills: must be CVT or DVM, must have experience in a vet clinic or similar organization; good computer/email skills, comfortable talking with diverse populations; prefer familiarity with homeless and low-income populations; good medical judgment and ability to work independently

- **Pet Supplies Donations Manager:** PAW Team has ~10 donation drop-off sites around Portland, with a pickup person assigned to one or more sites. The Donations Manager will ensure that each donation drop-off site has an assigned pickup volunteer, coordinate a new pickup volunteer for new drop-off sites as needed; organize volunteers for brochure distribution to pet-related businesses and vet clinics; answer emails from individuals interested in donating supplies to PAW Team or groups wanting to hold supply drives/fundraisers; solicit needed donations from businesses and individuals.

- Age: 18 years or older
- Schedule: flexible; work from home
- Commitment: 1-2 hrs/week

- Skills: proficient with computer and browser-based software, requires email and internet access and phone service; strong organizational skills and ability to manage and complete tasks independently, comfortable making cold-calls to businesses about donations or brochures

- **Data Entry/Admin Assistant:** data entry of volunteer records and data from intake forms, other clerical tasks such as searching for and emailing client records; assist with scanning documents and miscellaneous projects.

- Age: 18 years or older
- Schedule: flexible; work from home
- Commitment: 2-4 hours per week, for at least 6 months
- Skills: Strong knowledge of Word, Excel, Google docs, and other office productivity software; familiarity with databases such as Access or Filemaker or with general data entry; email, internet access, and phone service required; solid written and verbal communication skills, strong organizational skills and attention to detail; ability to manage and complete a variety of tasks.

- **Community Advocates Team:** set-up and staff the PAW Team booth at pet-themed events throughout the year, such as Doggie Dash, Doggie Palooza, Pet Spooktacular, etc. Hand out brochures and free items, sell T-shirts, talk with event attendees, and promote PAW Team. Creativity in booth decoration is welcome! Canopy, table, and booth supplies provided by PAW Team. Must be outgoing and knowledgeable about PAW Team and our work (training provided). Some events are 1-day events, others are over a long weekend; must be willing to work some long days on occasion to set-up or take-down booth.

- Age: 18 years or older
- Schedule: 1-2 weekend days per month, depending on event
- Commitment: at least three days of events in six-month time period, or six days of events in a year
- Skills: valid driver's license and vehicle to transport booth supplies, canopy, and tables; excellent customer service and communication skills, outgoing and knowledgeable about PAW Team's mission and programs; very comfortable talking to people and encouraging volunteer sign-up or donations; ability to lift and haul equipment and supplies for booths.

- **Communications Manager:** coordinate and manage PAW Team's overall communications strategy in conjunction with Executive Director. Create quarterly e-newsletter about PAW Team activities and stories. Assist with other publicity needs (press releases, newspaper/magazine articles, etc). Collect stories or news about PAW Team from staff or other volunteers or directly from clients at clinics, then write short articles or news bits to encourage volunteering and donations.

- Age: 18 years or older

- Schedule: flexible, work from home; 1 e-newsletter written and distributed every 3 months
- Commitment: 1 year (4 newsletters produced total)
- Skills: Must be a good writer and familiar with digital newsletter production and distribution, graphics design and basic photo editing. Must have very strong computer skills and a strong interest in animal welfare and homelessness. Familiarity with databases a plus.

- **Podcast or Videocast Team:** attend each monthly clinic and interview clients and volunteers, and create short audio or video segments to post on PAW Team website, social networking sites, and YouTube channel. Would prefer to have at least weekly podcasts if possible; batches of material can be edited and provided to staff for posting weekly. Note: Opportunities will also be available to assist professional film crew who are creating a documentary/promo video on PAW Team.

- Age: 18 years or older
- Schedule: 1 clinic per month (first Sunday of the month) to obtain material; editing/posting time is flexible/work from home
- Commitment: attend at least three clinics and create 12 podcast stories for posting
- Skills: experience interacting with diverse populations, including youth and the elderly, people who are homeless or who have mental or physical disabilities; strong interviewing skills and sensitivity desired; training will be arranged for specific interviewing goals with PAW Team's target population. Good skills with audio or video editing, and computer skills such as ftp transfers and posting to social networks. Creativity and enthusiasm required.

- **Clinic Permanent Space working group:** PAW Team is looking for a long-term location in which to hold our monthly clinics. We need a team of people to assist with searching for appropriate locations, contacting site owners to describe PAW Team and discuss options for using space, connecting with other PAW Team partners about potential co-op rental space, etc.

- Age: 18 years or older
- Schedule: monthly meetings, site visits to potential locations, phone and email communications as needed
- Commitment: minimum of 6 months
- Skills: Personable and outgoing, professional demeanor, excellent communication skills, knowledge of PAW Team mission and programs (training provided), independent thinker and good at networking and collaboration.