

VOLUNTEER POSITIONS

We welcome you to choose one or multiple ways to volunteer with TIP!

	Administrative	Clinic	Community Outreach	Educational Outreach **	Fundraising & Development	Social Media	Transportation
Position Description	Provide administrative support for TIP programs and services, such as clinic preparation, client communications, voucher/grant administration, data entry and analysis, etc.	Staffs TIP's monthly low-cost heartworm prevention clinics at varying sites around the city. Clinics last approximately 3-5 hours depending on turnout and serve anywhere from 50-200 pets. TIP strives for stellar customer service, and services include heartworm tests, heartworm and flea/prevention (Proheart included), heartworm treatment, all while connecting owners with other support for their pet's needs.	Communicates TIP services to various community stakeholders (clients, businesses, supporters), with a focus on sharing TIP services with those who need them.	Supports TIP's education program, which includes K-12 education programs and after school programs in schools. Also offers shelter tours and plight-of-animal-welfare educational opportunities to all ages.	Works with TIP team to expand TIP's network of local and regional partners and sponsors, maintaining relationships and organizing community events around donor & sponsor engagement opportunities.	Creates content for TIP's socials, responds to messages and comments, increases engagement and follower counts	Provide transportation for clients, client pets, and/or TIP supplies
Time Commitment	5 hours+ per month	3-5 hours once per month (expected to attend 2+ clinics/year)	2 hours+ per month		5 hours+ per month	3 hours+ per week	1-5 hours per month

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<i>Perfect for:</i>	People who enjoy organizational tasks, prefer to be able to volunteer from home, like to work independently, prefer flexibility in completing tasks	People who enjoy fast paced work, are mobile, enjoy being outside, like interacting with clients, enjoy working within a team, are happy to follow an existing system for delivering services, love to talk. Always seeking: Veterinary experience or those looking to grow their veterinary experience	People who enjoy engaging with and talking to other humans, who like being out and about in the community, don't mind windshield time, who are enthusiastic about the services that TIP offers and wants to find clients and partners to grow the programs to help more pets!	People who love working with children, are comfortable speaking to big audiences, who love engaging with students, who enjoy teaching, people who enjoy talking about and modeling skills for compassionate and responsible pet ownership, and people with dogs who might be good candidates to become certified canine-good-citizen therapy-style dog pairs to work directly in the classrooms, network with like-minded youth groups to overlay missions	People who are established in the community, want to be more established, who love networking, philanthropy and dogs!	People who enjoy social media, who have experience with graphic design, enjoy creating engaging and unique content, want to volunteer regularly from their home, have consistent weekly availability	People who enjoy hitting the road, who have flexible scheduling, and enjoy being the linchpin that makes things happen!

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<i>Example Tasks</i>	Calling clients to confirm appointments, tracking grant budget, packaging gift baskets for outreach, hand-writing cards, general office work, data entry for client applications after a clinic, processing grant applications and issuing vouchers, running TIP-related errands, etc. (Please note there is a very large variety of tasks for this role and we will work to find one that you prefer!)	Greeting and checking clients in, answering questions, taking payments, handling and weighing dogs, blood drawing/restraint*, vaccine/Proheart administration*, medical scribing, heartworm test scribing, etc. (*demonstrable experience required for certain veterinary tasks)	Tabling at events, picking up/delivering flyers to individuals, businesses, or community organizations on a schedule, contacting potential groups, organizations, establishments for partnerships, handing out new dog starter-kits to community members along with establishing relations with certain pet owners and excitement on check-ins - both in person and over the phone.	Running classroom activities, bringing dogs for classroom visits, offer shelter tours to youth/adult community members, participating in an after school dog training program as a trainer, assistant or chaperon, and facilitating grants for the expansion of this program	Event planning, marketing and advertising, organizing and tabling for awareness at various festivals around the city, creative ways of spreading awareness about TIP's mission, newsletters, writing handwritten cards, follow-up and relationship building and maintenance.	Creating content, writing and publishing posts, creating events on social media, running fundraisers through social channels, creating a posting schedule, taking stories and turning them into posts, creating graphics, responding to messages and comments	Transporting owners and their pets to veterinary appointments, picking up beds before clinics to be handed out, helping transport pets out of shelters, running TIP-related errands

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Potential skills/items needed	Access to a computer and internet, proficiency with emailing, Microsoft Word, and Microsoft Excel, strong communication skills, patience, ability to represent TIP to clients, working knowledge of program that assigned tasks originate from	Strong communication skills, patience, ability to represent TIP to clients, working knowledge of Heartworm Disease and Prevention, veterinary handling skills, multi-tasking	Store and carry flyers and/or supplies, strong communication skills, strong knowledge of TIP's mission and offerings, ability to work with minimal supervision or as a team if preferred, ability to focus on target areas and populations, reliable transportation access.	Ability to work with and guide children, basic knowledge of canine behavior or eagerness to learn it, flexible schedule for attending daytime classroom activities, clear and effective communication	Love of people, talking about TIP, love of writing and storytelling, creative writing skills, clear communication, marketing and advertising, great follow-up.	Access to the internet, familiarity with social media channels and their respective business suites, familiarity with Canva, Adobe, or other design platforms, strong proofreading and editing skills, ability to lead projects	Valid driver's license, access to a vehicle
Training Required	New volunteer orientation (virtual), task specific training as needed (in person/virtual depending on task)	New volunteer orientation (virtual), pairing with mentor (in person at your first clinic)	New volunteer orientation (virtual), community outreach training (in person/virtual)	New volunteer orientation (virtual), Education program training (in person/virtual)	New volunteer orientation (virtual), task specific training (in person/virtual depending on task)	New volunteer orientation (virtual), Social media training (in person/virtual)	New volunteer orientation (virtual)

Looking for more hands-on animal husbandry opportunities? Let us know, and we can connect you with one of our many local shelter partners in need of in-house volunteers!

**** Please note that our K-12 Education Program has been paused and we anticipate resuming this program in Fall 2023. However, we are still in need of general educational volunteer**