



Volunteer Job Description

Title: Fund Raising Coordinator

Reports to: Fund Raising Director

Duties and Responsibilities:

- Maintain a current list of active fundraising volunteers.
- Check with the event lead person to determine how many volunteers are needed.
- Contact volunteers two weeks prior to see who is available to staff the event.
- Separate the volunteers who will bring dogs to the event from those that will staff the needed positions.
- Provide the names and contact numbers to the person leading the fundraising event.

Qualifications:

- Willing to stay current with upcoming events.
- Comfortable with checking emails, texts, the WAAGR website and Social Media platforms.
- Ability to use spread sheets.

Time Commitment:

- 0-1 hour a week, varies depending on the time of year.
- No requirement to attend each event but certainly welcome when available.

Volunteer Benefits

- Help generate the funds needed to provide Vet care, transport costs, supplies for homeless Golden Retrievers and mixes.