



MAUI HUMANE SOCIETY
VOLUNTEER JOB DESCRIPTION

POSITION TITLE: **FUNDRAISING and SPECIAL EVENT SUPPORT**

PRIMARY PURPOSE: To assist the Development Department with various fundraising projects and special events

REPORTS TO: Director of Development, Dawn Hall
or
Development Assistant, Lindsey Nicolas

WORK SCHEDULE: Various, Seasonal, On-Call

RESPONSIBILITIES:

Responsibilities vary depending on the project.

Volunteers may be involved with any of the following (and more):

- Event set up/take down
- Selling fundraising items
- Collecting money
- Public Relations – providing information
- Heavy lifting, transport
- Event preparations

REQUIREMENTS:

- Present a positive and enthusiastic attitude
- Comfortable working with the public
- Handle a fast-paced environment
- Ability to work well independently and with others
- Ability to follow directions from MHS staff or team leaders

TRAINING: Training will be provided by Development Assistant, Lindsey Nicolas