



**NOCO**  
**HUMANE**

**Larimer Campus**  
3501 East 71<sup>st</sup> Street  
Loveland, CO 80538  
Phone: (970) 226-3647

**Weld Campus**  
1620 42<sup>nd</sup> Street  
Evans, CO 80620  
Phone: (970) 506-9550

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## Community Outreach Volunteer

### Description:

NOCO Humane utilizes community outreach to increase public awareness, knowledge, and understanding of our mission, vision and values. Community outreach encompasses a wide range of activities, including, but not limited to, community and adoption events, fundraising, and communicating with the public about NOCO Humane's mission, our adoptable animals, as well as animal welfare issues.

### Objective:

Community Outreach Volunteers are the face of NOCO Humane in the community and help to positively and knowledgeably increase the public's awareness and understanding of our mission. Volunteers will work with community relations staff to share and promote NOCO Humane at various community events, festivals, fundraisers and other off and on-site locations.

### Supervision:

Directly reports to the Event Program Manager, indirectly reports to the Volunteer Program Manager (Larimer) or Volunteer Coordinator (Weld)

### Requirements:

- Community Outreach Volunteers must be at least 21 years of age
- Must have the ability to engage with members of the community and spread accurate information regarding NOCO Humane
- Required to have own transportation to and from events
- Must submit copies of driver's license and personal auto insurance
- Volunteers 18 years of age and older must complete a national criminal background check and sex offender search

### Commitment:

We ask that Community Outreach Volunteers commit to a minimum of four outreach events per year (at least two within the first 6 months).

### Working Conditions:

Volunteer work will be performed at various outreach events throughout the community, as well as at NOCO Humane. Work at NOCO Humane will be in the animal shelter setting, there is the potential for exposure to zoonotic diseases and cleaning chemicals. There is a potential for animal bites and scratches while handling animals.

### Physical Activities:

Lifting of up to 50lbs and the ability to stand or walk for four hours at a time.

### Training:

- Attend a Volunteer Orientation
- Interview with Event Program Manager
- Receive on-the-job training from a Lead Community Outreach Volunteer or staff member

**Duties:**

- Regularly check email to sign up for upcoming community outreach events and report to event prepared and on time
- Effectively communicate with members of the public to share accurate and positive information about NOCO Humane, as well as our mission, vision, values, adoptable animals, and animal welfare issues
- Remain responsible and diligent when picking up and returning event supplies, setting up and breaking down booths, including informative materials, tables, chairs, and tents, etc.

**Dress Code:**

- Blue volunteer t-shirt
- Volunteer name tag
- Closed-toe shoes
- Pants