

ADOPT.  
FOSTER.  
VOLUNTEER.  
DONATE.

# OPEN Coordinator Roles

**HELP STAR KEEP MOVING FORWARD**

**6 MONTH MINIMUM  
REQUIRED COMMITMENT**

Please Understand these roles are extremely important, if you cannot dedicate 8+ hours a week for at least 6 months then we can help find you a more suitable opportunity.

If you feel like you can dedicate the time requirements, please email me :

[volunteer@survivortails.org](mailto:volunteer@survivortails.org)

# TRANSPORT

Gets dogs rides LOCALLY from quarantine facilities to foster homes when needed, gets animals to and from vet and events when fosters cannot take them, updates relevant spreadsheets to indicate ride fulfillment. Books transport and quarantine for dogs coming from south to north, updates transport spreadsheet, so foster and adoption teams know arrival date of dogs, and serves as main point of contact for Quarantine and transport companies

# SUPPLIES

This volunteer position involves sending out heartworm preventative, and flea and tick medications each month to dogs in foster, sending out gear setups and dewormer to dogs in foster as needed, ordering supplies and gear as needed, and tracking where crates and other supplies are. Requires approximately 5-8 hours per week.

# SUPPLIES CON.

. - Network with businesses/companies and community members/businesses to help secure donations.

- Setup, Manage & Promote Amazon wishlists for general STAR needs, puppy showers, kitten showers, special donation drives.

- Work closely with foster team to ensure needs of fosters are being met.

# EDUCATION AND ADVOCACY

This volunteer generates ideas and leads events for educating the public about the plight of the rescue dog and the benefits of adoption on the overall community, and works on ways to dispel myths on rescue animals and misunderstood breeds, including Pit Bull types, Dobermans, Rottweilers, German Shepherds, etc.

# E&A CON

This coordinator will work with both the foster and events teams to set up events like "Kissing booths" and "Meet a bully" days, get education collateral distributed at all of STAR's exposure events, and determine new and fun ways to get our message out. The role will also involve educating current and future dog owners on responsible dog ownership including but not limited to, the importance of spaying and neutering, microchipping, licensing pets, etc. This is a new department, so the ideas, structure, and plans can largely be established by the coordinator we bring into it. Someone local is preferred. Average volunteer time is 5-10 hours per week.

# NORTH SHORE EVENTS

(Must be local to North Eastern Massachusetts): This volunteer must live in New England and have access to a vehicle. The role involves helping to plan events big and small--from adoption events to small meet & greets and pittie parties. Event Coordinator also helps to book spots at local arts festivals, dog-related events, and more. This role works in tandem with volunteer coordinator to help "staff" events, as well as our transport team to get rides for any dogs who will be attending the event(s). Event planning experience is beneficial but is not required. This is a volunteer position. Must be detail-oriented, have regular computer access and around 6-10 hours per week to devote. Must also be able to attend at least one event per month.

# **FOSTER RECRUITING**

This volunteer helps recruit pet foster homes using a variety of tools. Sets up marketing on media/community pages, etc. Setting up online registration with volunteer match, idealist, craigslist, etc. This person would search and set up free advertisement on community and media pages, newspapers, etc. Setting up flyer campaigns with volunteers and junior rescuers. Great for an outgoing and self motivated person with foster experience. This position requires 5-10 hours/week.

# **VOLUNTEER RELATIONS**

This volunteer will be working closely with volunteers to build a working relationship. Develop and distribute quarterly, separate surveys to acquire feedback from fosters AND volunteers then collate/use the data to improve foster/volunteer process and communication. Must live in Massachusetts, have regular computer access, be self-motivated, and have 8-10 hours a week to devote.

# **FUN- DRAISING**

This experienced volunteer plans, implements, and follows up with fundraisers while working as a team. This may also include overseeing ongoing fundraisers put on by other volunteers. This person would work as part of a team. Regular computer access required and approximately 8-10 hours per week.

# **ONLINE FUN- DRAISING**

This fundraising coordinator will be in charge of all online and passive fundraising efforts and will be working primarily behind the scenes. Requires regular computer access, experience using spreadsheets and email, and comfort and ease in working with a team are a must! Will require approximately 5-10 hours per week. - Network to secure fundraising venues and donations/sponsorships.

- Setup, Manage & Promote an online STAR merchandise shop.

# **VOLUNTEER COORDINATOR**

This volunteer is responsible for checking and maintaining the volunteer inbox, processing all new volunteer applications, fielding interest from various sites (Volunteermatch, Adopt-A-Pet, etc), posting volunteer openings on recruitment sites, helping the various departments recruit volunteers for tasks, organizing volunteer meet-ups and handling volunteer appreciation. The position requires great organizational skills, regular computer access and approximately 8-10 hours per week to devote.



# GRANT WRITING

This volunteer would seek out grant opportunities to support Survivor Tails. The role includes creating a case for support that can be adapted for each grant application, applying for grants, fulfilling grant requirements and completing reporting requirements. Must be able to work independently, have regular computer access, grant-writing experience, and have a minimum of five hours a week to devote.

# OTHER

We have a few other opportunities that require a less time commitments which include but not limited to:

- Processing Applications
- Home Visits
- Transporting Animals
- Event Volunteers
- Flyer
- Photography
- Graphics Design
- Writing for Grants
- Blogging

## ANY QUESTIONS?