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Outreach Box Maintenance Lead Volunteer Position Description

(We are currently recruiting for the following locations: Skagit County, WA & Everett, WA)

Reports to: Peggy & Darlene, Best Friends Community Marketing Dept

Organizational Impact:

This position directly supports Best Friends' mission by ensuring that outreach events are well-supplied and smoothly run, ultimately helping more pets find homes.

Position Function/Goals/Deadlines:

- Maintain outreach box supplies/collateral
- Connect with Best Friends staff (Peggy or Darlene) to discuss monthly needs and obtain necessary assets, including printed materials.
- Serve as the point of contact for all supply needs, such as mailing addresses and printer pickups.
- Ensure the box is ready for pickup at least 24 hours in advance of each event.

Time Commitment and Location of Work:

- Remotely, from volunteer's home
- 1-2 hours/week , Ongoing

Core responsibilities:

- Keep the box neatly stocked, clean, and ready for each event.
- Pick up printed materials from local printers as needed.
- Coordinate with the Event Lead for pickup and drop-off.
- Track and record hours in the volunteer database

Qualifications/Requirements:

- Volunteer must reside near a target location (Skagit County, WA or Everett, WA)
- Must be able to lift and carry 10-20 lbs.
- Attend the Outreach in a Box virtual training session.

Please email nationalvolunteers@bestfriends.org if interested in volunteering

Outreach in a Box Event Volunteer Position Description (2 Vols)

(We are currently recruiting for the following locations: Skagit County, WA & Everett, WA)

Reports to: Peggy & Darlene, Best Friends Community Marketing Dept

Organizational Impact:

- This position will “staff” Best Friends Animal Society (BFAS) tables at outreach events to distribute materials, speak to attendees about the Best Friends mission and no-kill priorities, and recruit supporters, donors, and advocates to take action on local initiatives.

Position Function/Goals/Deadlines:

- Empower volunteers, donors, and advocates to engage with the community—both to listen and educate.
- Handle event setup, engage with attendees, and manage teardown.
- Event Leads will also collect and return the outreach box from the box maintenance lead volunteer before and after each event.
- Submit a post-event report, including data collection and analysis, to Peggy and Darlene on the Community Marketing team (Event Lead only)

Time Commitment and Location of Work:

- At event locations in targeted communities (currently Skagit County, WA & Everett, WA)
- 4–6-hour shifts per event, with the possibility of slightly longer shifts to account for tasks such as picking up the box, setting up, managing event, tearing down, and returning the box to the volunteer.
- Ongoing

Core responsibilities:

- You can choose to simply work the event or be an event Lead. Event Leads will collect and return the outreach box containing event supplies from the box maintenance lead volunteer before and after each event.
- Handle event setup and teardown.
- Interact with attendees, sharing information about their local shelter, including available programs, adoption events, fostering, volunteering, neutering, microchipping, and more.
- Event Leads will submit a post-event report to Peggy and Darlene on the Community Marketing team, detailing the total number of booth visits, top discussion topics, community needs we may not be addressing, or gaps in existing literature.



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- Demonstrate kindness and the Golden Rule by practicing inclusion and respect for everyone, valuing their contributions. Model authenticity, kindness, and positive influence in interactions with visitors, volunteers, and animals. This includes active listening, being present, and showing compassion and curiosity in conflict.
- Gain a broad understanding of Best Friends' and community partner programs to effectively connect individuals and organizations with lifesaving opportunities or services. This information will be in the volunteer toolkit, as well as regular program support updates from Peggy and Darlene.
- Provide exceptional customer service and support stakeholders as needed.
- Aid in forming partnerships and implementing Best Friends strategies to connect community members with impactful programs and organizations.
- Demonstrate a resourceful, get-it-done attitude.
- Track and record hours in the volunteer database

Qualifications/Requirements:

- Volunteer must reside in or near targeted communities (currently Skagit County, WA & Everett, WA)
- Spanish is a plus but not required.
- Must be friendly and approachable at events. Customer-focused and non-judgmental approach to community and volunteer interactions.
- Self-aware, culturally competent, and sensitive to diverse communities.
- Able to work indoors and outdoors in various weather conditions, including extreme heat and cold.
- Resourceful and proactive attitude.
- Must be able to lift and carry 10-20 lbs, setup and break down pop-up tents and tables, and perform activities including reaching, stooping, squatting, cleaning, and bending.
- Attend the Outreach in a Box virtual training session.

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Outreach Calendar Coordinator Volunteer Position Description

(We are currently recruiting for the following locations: Skagit County, WA & Everett, WA)

Reports to: Peggy & Darlene, Best Friends Community Marketing Dept

Organizational Impact:

This role furthers Best Friends Animal Society's mission by organizing outreach events that enhance awareness and actively involve both current supporters and new community members in animal welfare efforts.

Position Function/Goals/Deadlines:

- Create a monthly outreach calendar focused on specific calls to action.
- Develop and manage a Trello board for volunteer sign-ups to lead events.
- Build relationships with community leaders and organizations.

Time Commitment and Location of Work:

- Remotely, from volunteer's home
- 1-2 hours/week
- Ongoing

Core responsibilities:

- Calendar Creation: Research free to low-cost events within a specific radius of target location (Currently Skagit County, WA and Everett, WA).
 - Pet-centric events
 - Farmer's markets
 - Community events
 - Pet wellness events
 - Other relevant events
- Identify monthly themes and calls to action.
- Schedule events accordingly.
- Using Trello or another event tracking system, ensure all event details are clear and accessible
- Assist the General Event Lead in identifying potential community partnerships.
- Track and input volunteer hours into the database.
- Attend the Outreach Marketing in a Box training session.

Qualifications/Requirements:

- Familiarity with target location and surrounding areas.



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- Must be tech savvy with proficient skills in creating and managing a Trello board (or other event tracking system).
- Resourceful with a can-do attitude.
- Self-aware, culturally competent, and sensitive to diverse communities.

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