



The Humane Society of Kitchener Waterloo & Stratford Perth

Position Description

POSITION: Birthday "Party Animal"

REPORTS TO: Directly-Humane Education Coordinator
Indirectly-Volunteer Coordinator

CREATED/REVISED: August 2018

POSITION SUMMARY:

The purpose of this job is to handle the many details facilitating birthday parties according to the bookings that come into the Centre.

PRINCIPLE ACCOUNTABILITIES:

Commitment: Two shifts per week of a minimum of three hours.

- Preparing all of the details of the party according to the type of party booked Gold or Platinum
- Making party invitations as required.
- Handling customers.
- Processing payments.
- Ordering of cupcakes, cake, pizza, drinking boxes
- Tracking of inventory and picking up supplies as needed
- Preparing loot bags for guests and gift for birthday child
- Photocopying
- Responsible for following and enforcing the policies and procedures of the Humane Society.
- Represent the organization through communications with the public.
- Ensure safety measures and HS as well as offsite location policies are implemented at all times

POSITION REQUIREMENTS:

Skill:

- You must be able to work independently as well as in a team environment
- Attention to detail. Organizational skills.
- Minimum of 18 years of age and older

- May be responsible for handling money
- Reliable and punctual
- Access to vehicle, valid drivers license (able to provide a driver's abstract)
- Interpersonal skills to deal with the public and project a positive company image.
- Enjoys a fast paced environment

Effort:

- Use of computer, photocopier
- Telephone
- Some lifting with regards to setting up displays and equipment for special events

WORKING CONDITIONS:

- Works in both climate controlled temperature conditions and outside weather/temperature conditions.
- Works in areas with strong odours and high noise levels in regards to barking and other animal related noises.
- Works with some risk of injury on slippery floors.
- Exposed to bites, scratches, infections, and infectious disease.

VALUES:

The volunteers must demonstrate ability to work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of volunteer work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

In addition to the duties listed above, the Centre expects the following of each volunteer: adhere to HS volunteer policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; consistently reports for volunteer role on time prepared to perform duties of the position; participates in HS events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.