



Volunteer Position Description

Position: Volunteer Communications and Social Media Assistant

Reports to: Volunteer Coordinator/Communications Coordinator

Created: September 2018

Position Summary: This position is to assist The Humane Society of Kitchener Waterloo & Stratford Perth with promoting pets, events and other informational posts on social media outlets including Facebook, Instagram, Twitter and Youtube.

Principal Accountabilities: Posting to social media accounts to keep the public informed of adoptable pets, special events and other education/informational posts to benefit the public. The goal is to keep an open dialogue on social media with the community.

Commitment: 1 – 2 hours per week

Position Requirements:

- Knowledgeable in the use of Microsoft Office computer programs and social media sites
- Helpful to have knowledge of Hootsuite and Gramblr but not required
- Tech Savvy
- Ability to keep commitments, adhere to a strict timeline or schedule
- Strong communication skills
- Ability to work independently or as part of a team
- Attention to detail in regards to content (proper use of spelling, grammar and punctuation).

Effort:

- Use of Computer
- Use of computer programs eg. Microsoft Excel
- Use of social media sites such as Facebook, Instagram, Twitter and Youtube, may use sites such as Gramblr and Hootsuite

Values:

- 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



- 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 Humane Society 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

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.