



Kitchener Waterloo Humane Society

Position Description

POSITION: Birthday “Party Animal”

REPORTS TO: Directly-Community Programs Manager
Indirectly-Volunteer Coordinator

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: 1 shift per week on Friday afternoons, for approximately 2 – 3 hours.

- Picking up cakes at Norris bakery
- Preparing loot bags for guests
- Decorating party room
- Tracking of inventory and picking up supplies as needed
- Organizing of party supplies/cabinet as needed
- Photocopying

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
- Maybe 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.

Effort:

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

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 KWHS 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 KWHS 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.