

2018	Behavior Class Registrar	Managers
Effective/Review Date: 7/2018		Approved by: TP



Volunteer Role Description

Title: Free Training Class Registrar

Department: Behavior

Reports To: Class Trainers & Volunteer Manager

Role Description:

An hour long class is offered every Saturday at 9:00a.m. in the exercise fields at the League. The class is free and open to anyone wanting to attend. Participants receive basic dog obedience training instruction, advice on common dog behavior concerns and an opportunity to have specific questions answered.

Volunteers are needed to help set up the registration table, check in clients, answer basic questions, break down registration table and enter client information into Chameleon.

Qualifications:

- Ability to accurately follow instructions
- Ability to safely be comfortable around dogs of varying temperaments and size
- Excellent communication skills
- Knowledge of safe animal handling practices
- Must be able to work independently with little or no supervision
- Must have the ability to deal tactfully and effectively with the public at all times
- Must support and adhere to the League’s mission, policies and practices

Expectations:

- To adhere to agreed schedule.
- Communicate effectively with staff, volunteers and the general public
- Contact supervisor if volunteer is unable to fulfill said schedule or will be late

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- Provide accurate, concise information to the public regarding the League and it's programs (training provided)
- Help set up the registration area.

Time Commitment:

- Able to work at least one shift a month (once training has been completed)

Training and Pre-Requisites:

- Volunteer orientation
- CE 101, 102 and 103

Curriculum:

Training consists of a Practical portion only to be completed at the first shift

Availability:

Saturday (8:30 a.m. – 11:00 a.m.)