

# GRRRA™ Volunteer Roles

May 23, 2020 v10

New Volunteer Roles	Time	Location	Description	Reports To
<b>Adoption Consultants</b>	2 hours weekly <i>You</i> determine how many applications you want to handle	From your home phone & email	<ul style="list-style-type: none"> <li>Contact applicant upon receipt of application</li> <li>Review GRRRA policies with applicant and discuss information on application through a telephone interview</li> <li>Request home check to be performed by Home Check Team</li> <li>Serve as primary contact for applicant with GRRRA</li> </ul>	Adoption Consultant Manager
<b>Dog Consultant</b>	2 hours weekly <i>You</i> determine how many dogs you want to handle	From your home phone & email	<ul style="list-style-type: none"> <li>Assigned dog(s) and become dog's advocate</li> <li>Confer with dog's foster and learn as much about the dog as possible</li> <li>Review the approved applicants or ACs who have sent applicants to you and help make the best match for dog's and adopter</li> </ul>	Dog Consultant Manager
<b>Dog Walking &amp; Trainers</b>	Scheduled based on your availability	Milton/Alpharetta/ Johns Creek/ Cumming area	<ul style="list-style-type: none"> <li>Walk GRRRA dogs in a boarding facility, not in foster homes</li> <li>Training is provided to dog walker</li> <li>Walk dogs outdoors, rain or shine, in comfortable attire</li> </ul>	Manager of Canine Training & Behavior
<b>Foster a Dog in Your Home (Short Term)</b>	3 to 10 weeks typically	At your home	<ul style="list-style-type: none"> <li>Provide safe &amp; nurturing environment for dog &amp; socialize the dog</li> <li>Provide information about the dog in their care to the Team of Dog Consultants</li> <li>Work with the Vet Care Team to ensure the dog takes his medications and gets to their follow-up vet appointments</li> <li>Bring their foster dog to GRRRA events in order to facilitate adoption</li> <li>Vet costs and heartworm/flea/tick preventative are paid for by GRRRA</li> </ul>	Foster Coordinator(s)
<b>Foster (Permanent)</b>	For the rest of the dog's life	At your home	<ul style="list-style-type: none"> <li>Permanent foster for a dog with special needs (medical needs, a senior dog, hospice, etc.)</li> <li>GRRRA pays the dog's medical (vet and medicine) costs</li> </ul>	Foster Coordinator
<b>Fundraising</b>	Varies project based	From your home, phone & email, in person at event	<ul style="list-style-type: none"> <li>Generate ideas for fundraising; assist with planning</li> <li>Coordinate positions available, needs for each</li> <li>Provide day-of-event support</li> </ul>	Director
<b>Home Check</b>	As needed, near your home	Drive to potential adopter's house	<ul style="list-style-type: none"> <li>Evaluate the safety &amp; suitability of applicant's home for a GRRRA dog by visiting the home and filling out a home check form</li> <li>Travel within your zip or city or any areas you specify</li> <li>We encourage you to take your own dog with you on home checks if the applicant does not have their own dog and enjoy talking about GRRRA with potential adopter</li> </ul>	Homecheck Co-Managers
<b>Intake Taxi</b>	0 to 1 hour per week depending upon your availability	From your car	<ul style="list-style-type: none"> <li>Taxi new intake dogs from shelters or owner's home to designated vet</li> <li>Work directly with the Intake Coordinator to pick up a new intake dog from a shelter or owner's home &amp; drive it to the designated vet</li> <li>Ensure all necessary paperwork is sent to the Intake Coordinator</li> </ul>	Director, Placement

<b>New Volunteers Roles</b> Page 2	<b>Time</b>	<b>Location</b>	<b>Description</b>	<b>Reports To</b>
<b>Triever Taxi</b>	When you are available	From your car	<ul style="list-style-type: none"> <li>You will transport dog from foster homes or boarding facilities to vet appointments</li> </ul>	Triever Taxi Manager
<b>Marketing &amp; Communications</b>	Varies project based	From your home phone & email	<ul style="list-style-type: none"> <li>Write/edit content for newsletters (both paper &amp; electronic formats)</li> <li>Help design/edit newsletter layout</li> <li>Conduct interviews when necessary</li> <li>Promote GRRRA &amp; events (posters, flyers, social media, etc.)</li> <li>Write press releases related to GRRRA activities</li> </ul>	Director, Community Events
<b>Meet &amp; Greet Day</b> formerly called 'Adoption Day'	2 to 3 hours per month	In person <u>Delightful Dog</u> 4958 Lower Roswell Rd, #124 Marietta, GA	<ul style="list-style-type: none"> <li>Set up before event and clean-up materials after event</li> <li>Escort registered applicants to meet dogs and record their adoption preferences</li> <li>Explain GRRRA adoption process to prospective adopters</li> <li>Hand out &amp; retrieve GRRRA leashes, bandanas, etc before/after event</li> <li>Ensure fosters have appropriate signage and assistance where needed</li> </ul>	Meet & Greet Manager
<b>Membership</b>	Varies project based	From your home, phone & email, in person	<ul style="list-style-type: none"> <li>Participate in the annual Membership drive</li> <li>Provide Membership information at events and fundraisers</li> </ul>	Director, Community Events
<b>Photographer or Videographer</b>	3 hours per month	Events or Meet & Greet Day	<ul style="list-style-type: none"> <li>Include video of dogs that need promoting (for social media)</li> <li>Include photos of GRRRA events and Meet &amp; Greet Days</li> </ul>	Director, Community Events
<b>Special Events</b>	2 to 4 hour shifts typically	In person, metro Atlanta area	<ul style="list-style-type: none"> <li>Represent GRRRA at events in the community to promote awareness of the rescue, fundraising, adoption functions</li> </ul>	Director, Community Events
<b>Thank You Notes</b>	2 hours weekly	From your home	<ul style="list-style-type: none"> <li>Write and mail hard copy <i>Thank You</i> letters for donations &amp; gifts given to GRRRA. Templates are provided.</li> <li>Postage is reimbursable</li> </ul>	President Director, Community Events

**Please email any updates or revisions to Marie Cole.**

<b>Existing Volunteers</b> Roles	<b>Time</b>	<b>Location</b>	<b>Description</b>	<b>Reports to</b>
<b>Administrative Assistants</b>	Varies, based on projects	From your home computer	<ul style="list-style-type: none"> <li>• Database entry or experienced with Salesforce CRM</li> <li>• Must be computer savvy</li> </ul>	May vary, based on team or project
<b>Adoption Consultants</b>	2 hours weekly <i>You</i> determine how many applications you want to handle	From your home phone & email	<ul style="list-style-type: none"> <li>• Contact applicant upon receipt of application</li> <li>• Review GRRRA policies with applicant and discuss information on application</li> <li>• Request home check to be performed by Home Check Team</li> <li>• Serve as primary contact for applicant with GRRRA</li> </ul>	Adoption Consultant Manager
<b>Adoption Consultant Manager</b>	5 to 10+ hours weekly; varies based on volume	In person, phone & email	<ul style="list-style-type: none"> <li>• Assign the applicants to Adoption Consultant</li> <li>• Handles overflow applicants who have not been assigned</li> <li>• Available to support the Adoption Consultants when needed</li> </ul>	Director, Placement
<b>Adoption Follow Up</b>	2 to 3 hours per month	From your home phone	<ul style="list-style-type: none"> <li>• Contact families who have recently adopted a dog</li> <li>• Inquire how dog is doing</li> <li>• Collect feedback on our adoption process</li> <li>• Discuss volunteer opportunities and other ways to be involved</li> </ul>	Director, Placement
<b>Canine Behavior &amp; Training -- Manager</b>	5 to 10+ hours weekly; varies based on volume	In person, phone & email	<ul style="list-style-type: none"> <li>• Manages and provides oversight to Canine Behavior &amp; Training team</li> <li>• Assesses specific needs of dogs being considered for intake</li> <li>• Assesses specific needs of rescue dogs</li> <li>• Assigns dogs to Trainer</li> <li>• Fulfills duties listed for CB&amp;T Trainer</li> <li>• Provides training leadership at rescue events</li> </ul>	Director, Dog Ops
<b>Canine Behavior &amp; Training --Trainers</b>	Varies based on volume	In person, phone & email	<ul style="list-style-type: none"> <li>• Evaluate and/or review dog's history for behavior issues</li> <li>• Recommend and provide training and resources for the dog's specific needs</li> <li>• Creates behavior management plans with guidance from manager</li> </ul>	Manager, Canine Training & Behavior
<b>Condolence Cards</b>	Varies	From your home	<ul style="list-style-type: none"> <li>• Writing sympathy cards to individuals whose dogs have passed away (adopters, members, etc.)</li> </ul>	President Director, Community Events
<b>Dog Consultant</b>	5hours weekly <i>You</i> determine how many applications you want to handle	From your home phone & email	<ul style="list-style-type: none"> <li>• Assigned dog(s) and become your dog's advocate</li> <li>• Confer with dog's foster and learn as much about the dog as possible</li> <li>• Review the approved applicants and, with the dog's foster, help make the best match for dog's and adopter</li> </ul>	Dog Consultant Manager
<b>Dog Consultant Manager</b>	5 to 10+ hours weekly; varies based on volume	In person, phone & email	<ul style="list-style-type: none"> <li>• Assign the dogs to a Dog Consultant</li> <li>• Train the Dog Consultants</li> <li>• Handles overflow dogs who have not been assigned</li> <li>• Available to support the Dog Consultants when needed</li> </ul>	Director, Placement
<b>Dog Walking &amp; Trainers</b>	Scheduled based on your availability	Milton/Alpharetta/ Johns Creek/ Cumming area	<ul style="list-style-type: none"> <li>• Walk GRRRA dogs in a boarding facility, not in foster homes</li> <li>• Training is provided to dog walker</li> <li>• Walk dogs outdoors, rain or shine, in comfortable attire</li> </ul>	Manager Canine Training & Behavior

<b>Existing Volunteers Roles – Page 2</b>	<b>Time</b>	<b>Location</b>	<b>Description</b>	<b>Reports to</b>
<b>Foster (Permanent)</b>	For the rest of the dog's life	At your home	<ul style="list-style-type: none"> <li>• Permanent foster for a dog with special needs (medical needs, a senior dog, hospice, etc)</li> <li>• GRRR pays the dog's medical (vet and medicine) costs</li> </ul>	Foster Coordinators
<b>Foster (Short Term)</b>	3 to 10 weeks typically	At your home	<ul style="list-style-type: none"> <li>• Provide safe &amp; nurturing environment for dog &amp; socialize the dog</li> <li>• Provide information about the dog in their care to the Team of Adoption Consultants</li> <li>• Bring their foster dog to GRRR events in order to facilitate adoption</li> <li>• Vet costs and heartworm/flea/tick preventative are paid for by GRRR</li> </ul>	Foster Coordinators
<b>Foster Home Coordinators</b>	4 to 5 hours weekly, depending on volume	From your home phone & email	<ul style="list-style-type: none"> <li>• Reviews foster applications &amp; sets up new foster homes</li> <li>• Provide leadership, training, coaching &amp; mentoring to foster team</li> <li>• Coordinate foster home placement details with intake team &amp; medical liaison</li> <li>• Maintain regular contact with foster volunteers regarding status &amp; care of rescue dogs</li> <li>• Participate in the evaluation of new foster home volunteer candidates</li> <li>• Communicate &amp; coordinate team &amp; dog participation in Meet &amp; Greet Day and other events related to adoptions &amp; fundraising/public awareness</li> </ul>	Foster Home Manager
<b>Foster Home Manager</b>	5 to 10+ hours weekly, depending on volume	From your home phone & email	<ul style="list-style-type: none"> <li>• Manages and provides oversight to foster home coordinator team</li> <li>• Fulfills duties as listed for foster home coordinator</li> </ul>	Director, Dog Ops
<b>Fosters in Home</b>	3 to 10 weeks typically	From your home in-person for events	<ul style="list-style-type: none"> <li>• Provide a safe and nurturing environment for a GRRR dog</li> <li>• Socialize the dog, provide info about their foster dog to the team of Adoption Consultants</li> <li>• Bring their foster dog to GRRR events in order to facilitate adoption</li> <li>• GRRR pays for vet costs &amp; heartworm/flea/tick preventative meds</li> </ul>	Foster Coordinators
<b>Fundraising</b>	Varies project based	From your home, phone & email, in person at event	<ul style="list-style-type: none"> <li>• Generate ideas for fundraising; assist with planning</li> <li>• Coordinate positions available, needs for each</li> <li>• Provide day-of-event support</li> </ul>	Director
<b>Home Check Manager</b>	As needed, near your home	Drive to potential adopter's house	<ul style="list-style-type: none"> <li>• Arrange Home Checks for new applicants</li> <li>• Evaluate the safety &amp; suitability of applicant's home for a GRRR dog</li> <li>• Most flexible volunteer role/you can say "no"</li> <li>• We encourage you to take your own dog with you on home checks and enjoy talking about GRRR with potential adopter</li> </ul>	Director, Placement
<b>Home Check Volunteers</b>	1 hour per home check	At applicant's home	<ul style="list-style-type: none"> <li>• Evaluate the safety &amp; suitability of applicant's home for a GRRR dog</li> </ul>	Home Check Manager
<b>Intake Coordinator</b>	4 to 5 hours weekly, depending on volume	From your home phone & email	<ul style="list-style-type: none"> <li>• Manages all the intake requests: Shelters, Owner Turn In, Hotline, email requests</li> <li>• Follow up and/or assign that each intake request is taken care of properly</li> </ul>	Intake Manager

<b>Existing Volunteers Roles – Page 3</b>	<b>Time</b>	<b>Location</b>	<b>Description</b>	<b>Reports to</b>
<b>Intake Manager</b>	4 to 5 hours weekly, depending on volume	From your home, phone & email	<ul style="list-style-type: none"> <li>Decides on the intake requests: Shelters, Owner Turn In, Hotline, email requests</li> <li>Would make the final decision if dog meets requirements and to take into program</li> <li>Decides what vet will examine the dog</li> </ul>	Director, Placement
<b>IT Support and Salesforce CRM</b>	Varies project based	From your home, phone & email	<ul style="list-style-type: none"> <li>Set up Task Manager system for tracking dogs, vaccinations, spay/neutering.</li> <li>Help eliminate duplicate emails when trying to locate a foster, intake person, etc.</li> <li>Create reporting and support end users with problems / questions</li> <li>Must be computer savvy</li> <li>Write/edit content for newsletters (both paper &amp; electronic formats)</li> <li>Help design/edit newsletter layout</li> </ul>	IT Director
<b>Marketing &amp; Communications</b>	Varies project based	From your home, phone & email	<ul style="list-style-type: none"> <li>Conduct interviews when necessary</li> <li>Promote GRRRA &amp; events (posters, flyers, social media, etc.)</li> <li>Write press releases related to GRRRA activities</li> <li>Order &amp; manage merchandise sales</li> </ul>	Director
<b>Meet &amp; Greet Day Volunteer</b> formerly called 'Adoption Day'	2 to 3 hours per month	In person  Delightful Dog 4958 Lower Roswell Rd, #124 Marietta, GA	<ul style="list-style-type: none"> <li>Set up before event and clean-up materials after event</li> <li>Escort registered applicants to meet dogs and record their adoption preferences</li> <li>Explain GRRRA adoption process to prospective adopters</li> <li>Hand out &amp; retrieve GRRRA leashes, bandanas, etc before/after event</li> <li>Ensure fosters have appropriate signage and assistance where needed</li> </ul>	Meet & Greet Manager
<b>Meet &amp; Greet Day Manager</b>	6+ hours monthly	In person  Delightful Dog 4958 Lower Roswell Rd, #124 Marietta, GA	<ul style="list-style-type: none"> <li>Announce upcoming Meet and Greet events via email</li> <li>Secure large number of volunteers for each monthly event</li> <li>Set up tables, chairs, signage, etc. prior to event start</li> <li>During the event, you will organize and delegate tasks as needed</li> <li>Break down same after event completes</li> </ul>	Director, Dog Ops
<b>Membership</b>	Varies project based	From your home, phone & email, in person	<ul style="list-style-type: none"> <li>Participate in the annual Membership drive</li> <li>Provide Membership information at events and fundraisers</li> </ul>	Director
<b>Photographer or Videographer</b>	3 hours per month	Events or Meet & Greet Day	<ul style="list-style-type: none"> <li>Include video of dogs that need promoting (for social media)</li> <li>Include photos of GRRRA events and Meet &amp; Greet Days</li> </ul>	Director
<b>Special Events</b>	2 to 4 hour shifts typically	In person, metro Atlanta area	<ul style="list-style-type: none"> <li>Represent GRRRA at events in the community to promote awareness of the rescue, fundraising, &amp; adoption functions</li> </ul>	Director

<b>Existing Volunteers Roles – Page 4</b>	<b>Time</b>	<b>Location</b>	<b>Description</b>	<b>Reports to</b>
<b>Intake Taxi</b>	0 to 1 hour per week depending upon your availability	From your car	<ul style="list-style-type: none"> <li>• Taxi new intake dogs from shelters or owner's home to designated vet</li> <li>• Work directly with the Intake Coordinator to pick up a new intake dog from a shelter or owner's home &amp; drive it to the designated vet</li> <li>• Ensure all necessary paperwork is sent to the Intake Coordinator</li> </ul>	Director, Placement
<b>Triever Taxi</b>	When you are available	From your car	<ul style="list-style-type: none"> <li>• You will transport dog from foster homes or boarding facilities to vet appointments</li> </ul>	Triever Taxi Manager
<b>Triever Taxi Manager</b>	1 to 2+ hours weekly; varies based on volume	From your home, phone & email	<ul style="list-style-type: none"> <li>• Manages and coordinates the Triever Taxi drivers</li> </ul>	Director, Dog Ops
<b>Thank You Notes</b>	2 hours weekly	From your home	<ul style="list-style-type: none"> <li>• Write and mail hard copy <i>Thank You</i> letters for donations &amp; gifts given to GRRA. Templates are provided.</li> <li>• Postage is reimbursable</li> </ul>	President Director(s)
<b>Vet Care Coordinator</b>	5 to 10+ hours weekly; varies based on volume	From your home, phone & email	<ul style="list-style-type: none"> <li>• Coordinates all veterinary care prior to intake until dog is adopted</li> <li>• Maintains contact with foster home, veterinarians, and other teams as needed</li> <li>• Familiarity with medical terminology helpful</li> </ul>	Manager
<b>Vet Care Manager</b>	10+ hours weekly; varies based on volume	From your home, phone & email	<ul style="list-style-type: none"> <li>• Manages and provides leadership to Vet Care Coordinator team</li> <li>• Fulfills duties listed for Vet Care Coordinators</li> <li>• Reports to Director of Dog Ops</li> </ul>	Director, Dog Ops
<b>Voice Mail</b>	Flexible times No set schedule	From your home, phone & email	<ul style="list-style-type: none"> <li>• Must be familiar with the GRRA processes</li> <li>• Retrieve messages from the GRRA voice mail</li> <li>• Return phone calls where appropriate and answer questions</li> <li>• Forward information to appropriate persons for resolution</li> </ul>	Director, Placement
<b>Volunteer Facilitators</b>	1 to 3 hours per week	From your home, phone & email	<ul style="list-style-type: none"> <li>• Contact potential new volunteers to confirm areas of interest</li> <li>• Follow up with additional information via email as needed (templates provided)</li> <li>• Hand off to Volunteer Coordinator and other Coordinators for comprehensive role briefing or training and adding to appropriate databases</li> </ul>	Director/Volunteer Recruitment

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