



SOCKS Volunteer Job Descriptions

Please keep in mind that all volunteer positions require commitment and reliability. Please consider that these are actual jobs, even though they are unpaid. SOCKS could do so much more with a larger faithful volunteer force.

1. SOCKS Organization at Large (Board, Shelter & Thrift Store)

a. Facilities Maintenance

This is a handyman-type position. Requires knowledge of electrical and plumbing. Would coordinate larger repairs with contractors. Change a/c filters on a scheduled basis. Coordinate or perform yard maintenance. Assist with moving and storage when large donations arrive. Perfect volunteer job for retired person. Hours per week would vary.

b. Event Coordination Manager

Looking for one or more people to coordinate with volunteer coordinator, volunteers, SOCKS board, and SOCKS personnel, as required for each public event, using a standard checklist. Event examples are fundraisers and tabling events in the community, like Dog Daze. The manager would work from beginning to end to make sure SOCKS has everything required for the event, including people. Hours would vary.

c. Event Assistance

Events require people who are, or who are willing to become, familiar with SOCKS operations and processes. Flyers are handed out. New volunteers are recruited. SOCKS mission is explained to the public. Cats or kittens are on display and must be cared for and protected. Each event varies in location and time frame. Typical shift time is a minimum of 2 hours per person.

d. Board President Assistant

This is an administrative position, requiring assistance with filing and organization SOCKS documentation onsite. Requires discretion and independent initiative. SOCKS does not have a dedicated board office space, so being creative is a necessity. Works closely with the SOCKS board president and other board members, as well as shelter and thrift store personnel, when required. Minimum 5 hours per week. Could grow with time.

e. Newsletter Preparation

Using your chosen software, creating newsletter content from happenings at the shelter and the store. Collect content from others in SOCKS, including photos. Work with board president for printing and assembly for mailing. Desired newsletter mailings are quarterly. Hours depend upon you.

f. Mail-out Assistance

Several people needed to help with newsletter and other mailouts as needed. Stuffing and labeling envelopes. Organizing for outgoing mail. Hours vary.

- g. Volunteer Coordinator
Work with one other person to recruit, schedule, and track hours for volunteers, using existing Volgistics database. Coordinate with shelter and store staff to determine needs, as well as event managers. Hours will vary.
- h. Grant Writing
Locate and complete grant applications. Experience assembling data and information required. Hours will vary.
- i. Other Writing Tasks
We would love to have an experienced writer on hand to call upon when we have a need for creative, expressive, and clear writing. Examples of your work would be required.
- j. Safety
This position requires monitoring fire extinguishers and taking them to be recharged or replaced when they expire. Also would work with fire marshal write-ups or reports and look for any safety issues before they become a problem.

2. Shelter

- a. Daily Cleaning
The shelter cleans each cat room or area top to bottom every day. Cat litter boxes are scooped and litter replaced. Sweeping, mopping, wiping down walls, cleaning cages, and all surfaces are all part of the daily routine. Training is required on each Tuesday and Saturday at 9am. We ask for a monthly commitment of one cleaning session. Cleaning takes place each and every morning, even when we are closed to the public.
- b. Cat Taxi/Courier
This involves a car and licensed driver that we can call on when a cat or kitten needs to go to or get picked up from the vet. We try to schedule ahead, but sometimes we ask that you are on call. Ability to pick up a few pounds of cat in carrier is required. Hours vary.
- c. Answering Phone
The shelter needs an independent, confident person with a good phone manner who can take messages for the staff as they take care of other issues before the shelter opens to the public from 9 – noon. Office space is so limited, staying any later would not be necessary. A familiarity with the shelter operations would be helpful, so training would be involved. Learning what is urgent and what can wait would be essential. Even one morning per week would be helpful.
- d. Yard Maintenance
Areas around the perimeter of the shelter and parking areas require mowing, trimming, trash and debris removal.
- e. Shelter Photography for Facebook
Having a good eye for social media-friendly candid photos of the cats, volunteers, employees, and visitors is required for this position. At times you would work with the employees and volunteers to feature cats that have been ignored. Other times

it is up to you to choose the subject. Hours would vary, but 2 hours per week minimum would be expected.

3. Thrift Store

a. Donation Pick up

You would be on-call for picking up donations. Occasional phone callers to the store ask for a donation to be picked up. Sometimes it is furniture; other times it is bags or boxes of yard sale leftovers. Excellent Saturday volunteer job, but other days are also available.

b. Cleaning & Misc Thrift Store Help

Ability to clean and work without supervision is required. Sweeping, vacuuming, mopping using a Swiffer mop, cleaning a bathroom, emptying trash, pulling ads out of newspaper used to wrap glass, organizing hangers, wiping shelves, cleaning windows. Organizing merchandise that is in disarray might also be requested.

c. Yard Maintenance

Areas around the store and require trimming, debris removal, tree limbs being cut back. The flower garden needs occasional weed pulling.

d. Store Photography for Facebook

Taking photos of merchandise, the store cats, volunteers, store personnel, and customers (ask first) to post on Facebook. Hours will vary.