

## BCAS HELPERS VOLUNTEER ROLES

For many roles, there is flexibility on how much time you will need to spend, and you can tell us what you are able to give.

### Creative Designer / Photographer

Hours per month: 4+

Be available at events (and occasionally the shelter) to take photos to use for future marketing and promotions and design marketing material and brochures to promote through e-mail & social media marketing. It would be ideal if you have access to creative design computer program (Adobe, Publisher, etc.) and/or apps to help create materials. Must provide own equipment: camera, video camera, etc. and your own computer.

Skills Needed:

- Creativity
- Design (for marketing materials and social media)
- Photography

### Data Entry

Hours per month: 4+

From time to time, BCAS Helpers needs assistance entering data about our donations or events. The work is fairly easy for anyone used to entering data and can be done at home. All data entry must be kept confidential and you'll need to provide your own computer.

Skills Needed:

- Basic computer data entry

### Director

Hours per month: 20+

If you have volunteered with us and think you have the passion and time to join our Board, we may be seeking additional Directors. In addition to the management aspects, Directors get involved hands-on in the other volunteer jobs as needed and are critical to the fundraising efforts of the organization. Directors will help with planning, strategy, and representing BCAS Helpers at events. You'll need a computer of your own. Let us know of your interest.

Skills Needed:

- Strategic Thinking
- Communications
- Planning and Organizing
- Budget management
- Familiarity with office software

### Dog Walker, Kitten Cuddler & Other Warm Fuzzy Animal Interaction

We don't have these roles, but there are many [volunteer opportunities](#) at the Bastrop County Animal Shelter for these skills and interests! Please get in touch with the shelter to learn about their volunteer program.

## Education – Outreach

Hours per month: 4-40

We need people who can talk to the public about spay/neuter services, vaccinations, microchips, heartworms, dog training, and responsible pet ownership. We want to develop materials that we can use to educate people about these things and how to achieve them. If you can speak Spanish, that will help too!

### Skills Needed:

- Knowledge of our mission, purpose & programs and how we help Bastrop County
- Great speaking and writing skills
- Friendly and positive attitude

## Event Organizer

Hours per month: Flexible

We need organized, detail-oriented volunteers who can plan and run events. Examples would be fundraisers such as a Halloween carnival, public information events such as a booth at a public gathering promoting our goals and other fun activities. You'll need your own computer.

Some months will have more events than others. You will decide if you are able to handle what is required for a particular event.

### Skills Needed:

- Planning & organizing
- Able to research venues, vendors & understand any rules around the event
- Able to manage volunteers, vendors & the general public with diplomacy
- Responsible with money; can manage budgets and take in funds at events

## Event Helper

Hours per month: 0-12

When we have events, we need enthusiastic, capable volunteers who can work with the Event Organizer to fill the various staffing needs at the event. Examples: talking to the public about our mission, helping with adoptions, taking tickets, helping with a silent auction, and so on.

Some months will have more events than others. You will decide if you are able to handle what is required for a particular event.

### Skills Needed:

- Knowledge of our organization and the Bastrop County Animal Shelter
- A great attitude
- Good communication skills in dealing with the public

## Fundraising – Outreach Assistant

Hours per month: 4+

We need people who can talk to potential donors (corporate, foundations, small businesses, and individuals) and make persuasive recommendations for them to support our charity. You contact contributors in person or via phone, social media or email marketing to raise funds for specific events or general funds to meet our goals. If you know a lot of people in our county, even better!

You'll also follow up with them after they donate to tell them about the good their funds are doing.

Skills Needed:

- Knowledge of our mission, purpose, programs & how we help Bastrop County
- Good speaking and writing skills
- Friendly and positive attitude

### Grant Researcher

Hours per month: 8-40

This is a job that can be done from the comfort of your home office. There are many sources of funding to aid animals in need, and we want to find all that we can apply to Bastrop County animals. It involves researching what's available, what we might qualify for, and presenting details to the Board of Directors in a timely manner. You'll need your own computer.

Skills Needed:

- Online research
- Detailed investigation of grant requirements, applications, and timing
- Writing

### Newsletter Writer

Hours per month: 8+

BCAS Helpers has a regular online newsletter for our supporters to tell them of our achievements, our needs our appreciation for what they do along with other useful information. This role will involve content writing & compiling stories and photographs, assembling a professional-looking newsletter, and reviewing it with the Board. You'll need your own computer.

Skills Needed:

- Familiarity with publishing software
- Journalism experience a plus!

### Sales Star

Hours per month: Flexible

Are you good at pricing items for sale and selling them online? This role is for you! BCAS Helpers receives donated items for resale and we try to determine the best avenues for selling them, be it a rummage sale, private transaction or online sale. You'll need your own computer, and a scale for weighing packages (a kitchen scale or postal scale is fine).

Time is dependent on how much you can commit and what we have to sell.

Skills Needed:

- Familiarity with Facebook Marketplace & eBay sales
- Able to research appropriate prices for donated items
- Willing to meet with the public to take in donations & deliver items purchased
- Organized – able to get items shipped out quickly after sales

## Social Media and Marketing

Hours per month: 8+

BCAS Helpers is on Facebook, Instagram, and Twitter. We need compelling and consistent posts on these platforms (and others we may join). We also need volunteers to monitor and answer messages for us. You'll need your own computer.

### Skills Needed:

- Familiarity with popular social media platforms and how to use them
- Writing & graphic design
- Communications skills

## Spay/Neuter Program Assistant

Hours per month: 10+

The spay/neuter program involves applications that are taken online. The Spay/Neuter Program Assistant will help with contacting applicants by phone or email, ensuring they have made appointments appropriately, issuing certificates, tracking data, and following up to get photos for the newsletter. You'll need your own computer.

### Skills Needed:

- Communications
- Data entry
- Organization skills

## Volunteer Coordinator

Hours per month: 16+

If you love our mission and have a talent for motivating and managing adults in a positive way, this could be a great fit for you. This position is responsible for recruiting, training, scheduling, and motivating volunteers to work with us in these roles. You'll need your own computer.

### Skills Needed:

- People management
- Communication
- Organization
- Familiarity with standard office software
- Data entry skills