

# MILLION PAWS WALK COORDINATOR

## DEVELOPMENT

<b>Supervisor</b>	Penny Coulson; Events & Community Fundraising Officer
<b>Location</b>	Off-site - Community/Various Locations
<b>Time Commitment</b>	December 2018 to June 2019 Minimum 2 hours per week, with greater involvement in the weeks leading up to the event date - commit for the 7 months
<b>Date Revised</b>	September 2018
<b>Approved by</b>	Volunteer Engagement Team/Events & Community Fundraising

### About us

The Royal Society for the Prevention of Cruelty to Animals (Victoria) is a non-government, community based charity that works to prevent cruelty to animals by actively promoting their care and protection. RSPCA Victoria was established in Melbourne in 1871. Since this time, the RSPCA has become Australia's leading animal welfare charity.

Volunteers are an integral part of the RSPCA team. They play an active and vital role in helping to support our work to improve the welfare of animals, and protect them from cruelty and neglect. Volunteering involves commitment, dedication and passion.

### Role Purpose

RSPCA Victoria is looking for enthusiastic, reliable and highly organised volunteers with plenty of initiative to prepare and coordinate a local Million Paws Walk event, to be held on Sunday 19th May 2019. The Million Paws Walk Coordinator will provide strong and consistent leadership to a volunteer team, along with networking with local businesses in the community. If you have an innovative personality and think that you will be able to organise a fun and vibrant event, you will certainly succeed in this role.

### Key Responsibilities

The Million Paws Walk Coordinator may be responsible for the following activities:

- Distributing marketing collateral
- Arranging event permits
- Sourcing local sponsorship
- Recruiting and organising volunteers
- Sourcing vendors and exhibitors for the day
- Organising raffles and prizes
- Co-ordinating logistics including the event set-up, equipment requirements and parking
- Supervising at the event on the day
- Handling funds raised and tracking finances at the event



## Requirements

To be successful in this role, the volunteer will possess the following necessary skills and attributes:

### Essential:

- Event coordination experience or similar experience
- Strong communication skills - you will be in a leadership role working with local community members and fellow volunteers or similar
- Demonstrated strong leadership skills
- Ability to work under pressure, multi-task and think on your feet
- Confidence to network and approach a wide range of people including community and local businesses
- Reliability
- Great time management skills to meet key deadlines

### Desirable:

- Drivers licence
- Volunteer experience in a similar role
- RSPCA volunteer experience

## Training & Support Requirements

You'll be joining a passionate community of staff and volunteers committed to providing animals a life worth living. You will receive a Volunteer Manual as well as ongoing support and guidance from the RSPCA Victoria Event Officers in planning and organising your event day on Sunday 19 May 2019.

## Other Requirements

<input checked="" type="checkbox"/>	National Police Check	<input checked="" type="checkbox"/>	Screen for animal cruelty offenses
<input type="checkbox"/>	Drivers Licence	<input checked="" type="checkbox"/>	Working with Children Check
<input type="checkbox"/>	Medical - proof of tetanus vaccination	<input checked="" type="checkbox"/>	CV / Resume / LinkedIn
<input type="checkbox"/>	Identity check	<input type="checkbox"/>	Other as noted:

This Volunteer Role Profile may be subject to change throughout the RSPCA (Victoria).



RSPCA Victoria Organisation values are:



**RABBIT OF RESPECT**

We value and acknowledge every contribution from our people, our supporters and the community.



**CAT OF CONSIDERATION**

We show courtesy, compassion and a genuine desire to help, and we seek to understand others' perspectives.



**COW OF CLARITY**

We are clear, ethical and consistent in everything we do.



**ALPACA OF ACCOUNTABILITY**

We take ownership of, and responsibility for, our actions.



**ECHIDNA OF EXPERTISE**

We value evidence and insight.



**CHICKEN OF COLLABORATION**

We actively share our knowledge and partner with others to educate and influence change.

**RSPCA Volunteers contribute vital support to ending cruelty for all animals**

