



Volunteer Position Description: Meeting Space Volunteer

Position Overview

Assist with setting up and tearing down the meeting space for HUMANE ACTION Pittsburgh meetings.

Purpose of the Position

- Design an aesthetically pleasing space conducive for education and group discussion
- Build comradery throughout group by working with the team
- Help HAP achieve our common goal of building the Model Humane City

Duties and Responsibilities

- Arrive to HAP meetings at least 45 minutes early to set up tables and chairs for the group
- Help with any food preparation and presentation that may be needed
- Assist meeting greeter and HAP leadership with welcoming members, new and old
- Stay approximately 20 minutes after the meeting to clean up meeting space
- Be prepared and on-time for meetings and events
- Respond to HAP leadership emails and calls within 48 hours
- Other duties as needed

Training Requirements

A floor plan and access to supply closets will be provided. Training provided at first meeting and as needed.

Skills and Qualifications

- Physical capability to move tables and chairs
- General working knowledge of HAP mission and campaigns
- Excellent communication skills – especially verbal
- Able to follow instructions and meet deadlines
- Able to work in a friendly, professional, and non-partisan manner

Time Commitment Required

Volunteers can expect to commit 2 – 3 hours every 6 weeks at the HAP meetings.

Location

HAP meeting location. Typically, Humane Animal Rescue, 6926 Hamilton Ave. Pittsburgh, PA 15208.



Benefits to the Volunteer

- Know you are making a difference in reducing the suffering of animals
- Build communication and leadership skills
- Network with other local activists
- Be a valued HAP team member
- Build your volunteer resume
- Enhance personal understanding of HAP mission and campaigns

Supervisor

Brian Bonsteel, President and Founder

Natalie Ahwesh, Vice President

What Volunteers Can Expect From HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input