

# Volunteer Opportunity

Montgomery County Animal Resource Center (ARC) is looking for reliable and trustworthy volunteers to join our organization. A volunteer's responsibilities include completing tasks assigned by the staff, upholding the values of the ARC, and maintaining a high degree of professionalism.

## ARC's Workplace Expectations:

- Support a collaborative organization.
- Create and maintain a culture of safety.
- Be compassionate and respectful.
- Commit to healthy communication.
- Achieve excellence through continual improvement.

## Volunteer Responsibilities:

- Arrive on time.
- Understand your role and the responsibilities of the organization.
- Complete the relevant training and ask questions if you are uncertain about anything.
- Complete all duties assigned and report any concerns immediately.
- Uphold the rules and safety regulations of the ARC while completing tasks.
- Make recommendations for improvement.
- Communicate with the Outreach Coordinator or designee when you are running late or unable to fulfill your commitment.

## Videographer Responsibilities:

The Videographer will work with the Outreach Coordinator, Communications staff, and other staff to develop and produce compelling videos of our adoptable dogs. This is a position with lots of room for creativity in producing content that features ARC dogs in a way that is dynamic and engaging. The footage created will be used for our website, social media, and other channels as the need arises. Equipment will be provided by the ARC.

Schedule: Tuesday and/or Wednesday between 10:15 a.m. – 12:15 p.m. or 1:00 p.m. – 3:00 p.m. Minimum of 2 hours per week plus potential "as needed" occasions (example: offsite events).

### Skills and Qualifications:

- While we welcome everyone, experience in photography/videography is a plus.
- Comfortable working in close proximity to dogs, including the sick or injured.
- A basic knowledge of dog behavior with an ability to read a dog's body language, or a willingness to learn these skills.
- Collaboration with others in gathering and/or creating content.
- Ability to use a camera, smart phone, computer or other applications necessary to capture and upload videos.
- Will require sitting, standing, and bending

### Required training:

- Volunteer Orientation
- Training regarding the use of supplied video equipment and the ARC's videography process
- Training regarding canine body language