

**Arizona Zoological Society
The Phoenix Zoo
Volunteer Position**

Job Title: Special Events Volunteer

Department: Special Events

Supervisor: Special Events Coordinator

Supervises: none

Shift: Shifts will vary according to needs for each event but volunteer is expected to work at least 12 hours in each 3-month period.

General Statement:

Assist the Special Events Team with a variety of tasks for the zoo's special events. Tasks will need to be done before, during and after events.

Essential Duties:

1. Work during special events.
2. Supervise various activities during special events
3. Assist with the set-up and tear-down of events
4. Help to prepare event items such as behavioral enrichment, activities, etc. (may not necessarily take place during actual event)

This is by no means an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. The Zoo reserves the right to revise the position as the Zoo's requirements change.

Qualifications:

1. Flexibility a must – the tasks in this position are constantly changing and the volunteer must understand that this job will not be the same each day.
2. Ability to stand for long periods of time and work outside in extreme temperatures.
3. Ability to lift/carry approximately 25 pounds.
4. Excellent communication skills.
5. Ability to work well with children/guests.
6. Must feel comfortable supervising activities on their own and be able to enforce rules/guidelines for those activities.
7. Ability to maintain a professional appearance and a positive working attitude with zoo staff and event guests.