

Ottawa Therapy Dogs - Volunteer Opportunities

- **Board or committee members:** actively contribute to OTD Board or committees in areas such as Communications, Community Outreach, Membership Engagement, Finance, Fundraising, Facilities Support, Secretary (min. 2 hours a month commitment).
- **Grant proposals coordination / writing:** coordinate or help write various grants, proposals or contracts.
- **Program / project management:** manage an OTD program or project (volunteer coordination, responding to inquiries, ensuring that work is accomplished and deadlines are met).
- **Strategic / business planning:** expertise in business planning, reporting and measurement; facilitate Board planning retreats (once a year).
- **Third party fundraiser coordination (e.g. Gladstone Theatre):** Generate or follow up on third party fundraiser ideas. Consult with OTD Community Outreach (CO) committee; act as liaison with third party re event or activity.
- **Photo curating / organizing:** to gather and organize OTD photo and image collection and related permission forms for the OTD Photo Library and Archive and Library
- **Member event organization*:** Organize OTD member event(s) (e.g. dog-walk with therapy and other dogs with the goal of enhanced visibility for OTD and media coverage). Uncover new event/campaign opportunities and fundraising venues and options; take on the coordination of OTD presence at an event.*
- **Social media coordination:** OTD has a revamped basic web site, Facebook Page and Facebook Member site and Twitter account. We need an overall strategy and implementation team to exploit the social media, especially photo intensive media that tell our highly photogenic story best. The goal is enhanced visibility and donor relationship development for financial support.
- **Graphics and design:** OTD needs someone with graphics and design skills to help us revamp our basic PR material: tri-fold brochure. We have basic content and photos available.
- **Web Master:** OTD has a revamped web site that is now 17 pages of mostly stable content. The platform is html with all changes channeled through the OTD Communications Chair. Estimated monthly level of effort is 3-5 hours.
- **Info, Orientation and Evaluation Sessions:** We offer general info sessions to candidates and public (3 per year, evening, 1.5 hours) and need help also at Orientation Sessions (2 per year, evening, 3 hours) and Evaluation* sessions (8-10 per year, evening, 3 hours).
- **Auction support for annual events:** OTD raises more than \$4000 annually from in-kind donations and a (mostly) silent auction at the annual gala dinner. We need help soliciting donations and organizing them for display. Skills involved: writing, packaging, displaying.
- **Event coordination / management (gala dinner or Sniff n' Search*):** A variety of volunteer jobs are needed for this annual event, including: bar-tending (with SmartServe certification), auction assistance, reception, coordination of booth

For further information, please contact admin@ottawatherapydogs.ca.