



VOLUNTEER OPPORTUNITY

Position:	Pawd Dog Care Support Coordinator - Kings County, PEI
Reports to:	Pawd Leader as a part of the Pawd Executive Team
Start Date:	ASAP

ElderDog Canada is a 100% volunteer-run, national charity dedicated to ageing people and aging dogs. Through our Dog Care Support for Seniors Program, we enable older adults, living at home and with challenges affecting dog care, to continue to benefit from their relationship with their canine companions.

ElderDog volunteers provide regular, in-home dog care support that includes:

- assistance with obtaining food and feeding;
- assistance with animal hygiene;
- minor grooming such as bathing, nail clipping or help with brushing;
- dog walking;
- transportation to and from vet or groomer;
- temporary care during hospitalization.

There are no fees for any of our services.

The **Dog Care Support Co-coordinator (Kings County, PEI)** works with other volunteers in the Dog Care Support Program and the Pawd Leader and is responsible for:

- responding to inquiries for assistance;
- conducting initial visits with seniors to determine services required and complete Assistance Agreement;
- overseeing senior support volunteers including ensuring photo IDs have been issued and providing orientation to Program;
- scheduling senior support services;
- keeping records of Program activities;
- submitting required paperwork to National Office;
- participating in monthly teleconferences with other Dog Care Support Coordinators;
- participating in monthly teleconferences with ElderDog PEI Pawd Executive members.;
- communicating with Pawd Leader, members, and National Office on an ongoing basis.



For more information about this interesting and rewarding volunteer opportunity, please contact ElderDog Canada at info@elderdog.ca



VOLUNTEER OPPORTUNITY

Position:	Pawd Events & Outreach Coordinator
Reports to:	Pawd Leader as a part of the Pawd Executive Team
Start Date:	ASAP

ElderDog Canada is a 100% volunteer-run, national charity dedicated to ageing people and aging dogs. We help older adults with the care of their dogs so that they can stay together as long as possible. We rehome older dogs who lose their senior companions and we provide education and community outreach about ElderDog's work and the importance of dogs in seniors' lives. There are no fees for any of our services.

Each Pawd holds a number of events each year to raise awareness of ElderDog, to educate about the important connection between dogs and seniors, and to raise funds to support ElderDog's work. These could include:

- larger events such as an annual ElderDog Walk, seasonal fair, yard sale, or Facebook auctions;
- smaller events such as information tables at local markets; and
- sponsored events or raffles;
- Events and Outreach Coordinators are often called on to speak about ElderDog to interested groups.

As **Events and Outreach Coordinator** you would:

- work in collaboration with the Pawd executive to generate ideas for outreach events;
- work with the Volunteer Coordinator to identify volunteers interested in education and outreach activities;
- develop and coordinate an annual outreach and events plan;
- coordinate event planning and individual outreach events following ElderDog's Guidelines;
- work closely with Pawd Leader and Communications Coordinator to promote events and with the Treasurer for events that involve financial matters;
- participate in Events and Outreach Coordinator meetings hosted by National Office;
- attend a monthly teleconference meetings of the ElderDog PEI Pawd Executive.



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VOLUNTEER OPPORTUNITY

Position:	Pawd Food Distribution Coordinator
Reports to:	Pawd Leader as a part of the Pawd Executive Team
Start Date:	ASAP



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Thanks to the generosity of our Island community, the Pawd often receives donations of surplus dog food from local pet supply retailers. Current Dog Care Support clients are always the first priority to receive these donations, if they are needed. In order to avoid spoilage or waste, any additional food items not needed by Dog Care Support clients are distributed to individuals, usually through our network of contacts across the Island.

As the **Food Distribution Coordinator**, you would:

- be the main point of contact for food donations;
- coordinate the pick up and delivery of food and pet care item donations to either Pawd Dog Care Support Clients, or community contacts across the Island for their distribution;
- deliver any surplus food items to the secure Pawd storage unit for temporary storage;
- work with the Volunteer Coordinator to identify and train new volunteers to assist with food distribution;
- help identify new contacts in the community who might benefit from the donation of surplus dog food or dog care items;
- track donations and distribution and submit a monthly report, including any issues or concerns so they may be addressed by the Pawd Executive team;
- attend a monthly teleconference meeting of the ElderDog PEI Pawd Executive.



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VOLUNTEER OPPORTUNITY

Position:	Pawd Rehoming Coordinator
Reports to:	Pawd Leader as a part of the Pawd Executive Team
Start Date:	ASAP

ElderDog Canada is a 100% volunteer-run, national charity dedicated to ageing people and aging dogs. Through our **Rehoming Program**, we help senior dogs to live out their twilight years with the love and dignity they deserve. For older dogs who have lost a human companion due to a residence change, illness or death and are left without a caregiver, ElderDog works to provide care and companionship through:

- foster care in an approved foster home
- adoption to an approved home
- pre-planned long-term care in an approved home.

Where possible, we endeavour to re-home older dogs with older people who want the loving companionship of an older dog. There are no fees for any of our services.

The Rehoming Coordinator works with other volunteers in the Rehoming Program and the Pawd Leader and is responsible for:

- responding to rehoming and adoption inquiries;
- following intake, placement, and follow-up procedures;
- recruiting and working with volunteer foster companions;
- reviewing rehoming and adoption applications and conducting home visits to determine placement suitability;
- liaising with vet clinics regarding appropriate care;
- liaising with National Office about Long Term Care Registration;
- arranging/facilitating transportation to foster and permanent homes;
- keeping records of Program activities;
- submitting required paperwork to National Office;
- providing follow-up support as needed;
- participating in monthly teleconferences with other national Rehoming Coordinators;
- participating in monthly teleconferences with ElderDog PEI Pawd Executive members;
- communicating with Pawd Leader, members, and National Office on an ongoing basis.

The successful candidate for this role will receive training, mentoring and ongoing support from the local and national ElderDog volunteer leadership teams.



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VOLUNTEER OPPORTUNITY

Position:	Pawd Secretary
Reports to:	Pawd Leader as a part of the Pawd Executive Team
Start Date:	ASAP



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The **Pawd Secretary** helps keep the Pawd leadership organized and informed.

Responsibilities include:

- coordinating and attending monthly virtual Pawd Executive Meetings and any other special meetings, as required;
- assisting the Pawd Leader with the creation of the meeting Agenda and tracking of Action Items from previous meetings;
- scheduling virtual meetings (on Zoom or GoogleMeet) and sharing meeting link and meeting materials (Agenda, Meeting Notes) with attendees;
- creating and circulating Meeting Notes and Action Items after meetings;
- managing the Pawd's online document and record storage system (currently Google Drive), helping to ensure it is well-organized and up to date.



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