***2024 DTCT Volunteer Opportunities***

**Admin Team** - Assist with class and event registrations using DogBiz software. Includes assisting instructors and students with software, responding to questions about class availability and transferring students as needed, managing waitlists, managing payments and refunds, and reviewing registration records for accuracy before classes start. Attend and monitor first night of new classes.

**Communications Team** – Reply to emails regarding classes, club services, website info, etc. Pass inquiries to the appropriate team leader. Update and monitor the Voicemail Only phone system. Access the training schedule and become familiar with team leaders to direct inquiries.

**Obedience Trial Team** - Assist with planning/set up/organization/stewarding Obedience trials. Clean club, including floor mats, before trials, seminars, and other competition obedience events.

**Agility Trial Team** - Assist with planning/set up/organization/stewarding of DTCT Agility trials. Clean club, including floor mats, before trials, seminars, and other agility events.

**Rally Obedience Trial Team** - Assist with planning/set up/organization/stewarding Rally trials. Clean club, including floor mats, before trials, seminars, and other competition obedience events.

**Obedience** **Training Team** - Instruct or assist in a puppy, basic, advanced basic, CGC, CGCU, or Competition Obedience class. Design and teach other obedience-related classes that promote responsible dog ownership. Help clean club, including floor mats, before classes, seminars, and other obedience events.

**Rally Obedience Team** - Instruct or assist in a rally obedience class.

**Agility Training Team** – Instruct or assist in an agility class. Design and teach other agility-related classes. Organize and set up agility related seminars. Raise funds to update/replace equipment. Help clean club, including floor mats, before classes, seminars, and other agility events.

**Barn Hunt Team** - Assist in Barn Hunt classes and trials, including planning, set up, instructing or assisting in classes, maintaining equipment and supplies. Help clean club, including floor mats, before classes, seminars, and other Barn Hunt events.

**Therapy Dog Team** - Instruct, assist, and/or participate in DTCT’s therapy dog program

**Flyball Team** - Instruct or assist in DTCT’s flyball program. Clean club, including floor mats, before trials, seminars, and other flyball events.

**Tricks Training Team** - Instruct or assist in DTCT’s tricks training class, maintain equipment and equipment storage area. Clean club, including floor mats, before trials, seminars, and other tricks events.

**Fitness Team** - Instruct, organize, plan, and/or participate in classes and/or events to encourage health and fitness in dogs and handlers.

**Substitute Team** - fill in for Instructors and/or assistants, step in to assist in areas such as hospitality, office, facilities, and others when extra needs arise.

**Membership/Mentoring Team** – Assist with annual renewals, recruit members, connect new members to mentors, prompt mentors (new member sponsors) to help their sponsored new members become volunteers, provide members with volunteer oppotunities, connect team leaders/directors to volunteers as needed

**Facilities Team** – Help with routine cleaning and basic building maintenance (including dog potty area), insure that basic supplies are stocked, insure equipment is in line with regulation specifications and in good repair, assist with decor and displays, participate in cleaning ring mats

**Office Team** – Keep office organized and replenish supplies as needed, organize library, manage mail, manage sales of training and other items, maintain DTCT history, display information regarding club opportunities and events **Hospitality Team** – Plan and organize activities, programs, and/or refreshments for general meetings, plan and organize regularly occurring club social events, assist in procuring or providing snacks and/or food for trials, seminars, and other events. Include “Sunshine,” sending expressions of support to members experiencing injury, illness or loss

**Rewards and Incentives Team** - Maintain DTCT Bucks program, set up recognition for member service and achievements, update member benefits and volunteer incentives, publicize member brags

**Media/Marketing Team** - Assist in maintaining club website and social media, design/ produce and distribute advertising materials, reach out to news media, respond to media inquiries

**Community Demonstration Team** – Represent DTCT at various public functions, organize public demonstrations, coordinate participate in community events, connect DTCT to local dog community

**Fund Raising Team** – Plan and carry out donation campaigns. Help raise money for club needs. Seek business partnerships to buy advertising space within the club facility.

**Other** - Write in a job you see as a need for the club. With BOD approval, you will do what it takes to make this happen.