

HEARTS & HORSES

Therapeutic Riding Center



est. 1997

Job Description

POSITION TITLE: Special Projects

REPORTS TO: Volunteer Manager

CURRENT AS OF: February 2020

POSITION SUMMARY: Tailor your special strengths to the Hearts & Horses organizational needs.

JOB DUTIES

- Provide marketing support as needed for organizational campaigns, poster and flyer creation, etc.
- Provide photography or art support as needed for class documentation, graduation posters, website marketing, special events, etc.
- Provide strategic planning support as needed for long term planning, project or program creation, budgeting, etc.
- Follow all instructor and staff directions.
- Ensures compliance with all Hearts & Horses policies.
- Work as a team with staff and volunteers.

QUALIFICATIONS

- Capable of performing all tasks assigned.
- Mature, dependable, and responsible.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate volunteers if not meeting requirements and responsibilities set forth in this job description, or if a volunteer violates the volunteer policies or code of ethics.