

# SAVE THE HORSES



## Volunteer Position Available

### Sponsorship Coordinator

**Location:** Save the Horses, Cumming, GA & Talking Rock, GA

**Compensation:** None. Volunteer position (non-paid)

**Schedule:** Work from home and meet sponsors at the rescue as needed.

**Duties:** Meet potential sponsors at the rescue or arrange for an experienced volunteer to meet them. Give them a tour of the farm and introduce them to horses that are available to be sponsored. Maintain the sponsor database in Excel.

#### Activities:

- Respond to all sponsor requests that come from the adoption email box.
- Email or call the person who is interested and find out what information they need.
- Meet potential sponsors at the rescue or arrange for an experienced volunteer to meet them. Give them a tour of the farm and introduce them to horses that are available to be sponsored.
- Work closely with Cheryl for information on animals available for sponsorship.
- Maintain the Sponsor tab on the census spreadsheet.
- Notify adoption team when there is a new sponsor.
- Periodically work with Michelle Williams to reconcile the list of sponsors and monthly amounts.
- As needed, attend special events at the rescue such as Hay Day, Deck the Stalls, etc., to promote and answer questions about the sponsorship program.
- Ensure that all sponsors that want to interact with the selected horse have attended volunteer orientation.

#### Job Requirements:

- Must be at least 21 years of age
- Enjoy working with people
- Access to the computer and internet. Basic knowledge of Excel
- Collect monetary payments
- Provide feedback as to the success of the sponsorship program
- Attend a new volunteer orientation at Save the Horses

#### Fill out the Volunteer Application here:

<https://www.cognitofrms.com/SaveTheHorses1/KeyVolunteerPositionSaveTheHorses>

**Questions?** Email us at: [info@savethehorses.org](mailto:info@savethehorses.org)

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#### Save the Horses • Horse Rescue, Relief and Retirement Fund, Inc. (HRRRF, Inc.)

1768 Newt Green Road, Cumming, GA 30028 • 8262 Hwy 136 W, Talking Rock GA 30175

Tel: 833.771.9300 (toll free) • Web: [www.savethehorses.org](http://www.savethehorses.org) • Email: [info@savethehorses.org](mailto:info@savethehorses.org)

Mailing Address: P.O. Box 1123, Ball Ground, GA 30107

The Horse Rescue, Relief & Retirement Fund is a registered 501(c)(3) and all donations are tax deductible to the extent permitted by law. TAX ID: 58-2479748



## Volunteer Position Available

### Pony Party Coordinator

**Shift:** Saturdays and Sundays as needed

**Location:** Save the Horses, 1768 Newt Green Road, Cumming, GA 30028

**Compensation:** None. Volunteer position (non-paid)

**Schedule:** Work from home to manage and meet clients at the rescue on weekends as needed.

One of the many ways that Save the Horses raises money to help the horses it saves from abuse and starvation is by holding birthday parties for children. The parties are two hours in length and held under a covered pavilion. We will recruit volunteers to help.

We're looking for a Coordinator with an upbeat personality and a positive attitude for this position. You will liaise with parents and set up party specifics such as dates and times. Some horse experience preferred, but we will train a person that demonstrates commitment and dedication to helping children & animals.

#### Regular Duties:

- Set up picnic area with tablecloth and decorations.
- Manage volunteers
- Groom and tack horses
- Organize pony rides - Help children on/off horses - Walk the horses.
- Monitor/supervise children as they paint horses (help children apply paint to their hands and paint the horse.)
- Monitor/supervise children at the petting zoo
- Clean up before & after the party
- Put tack, decorations & tablecloth away

#### Job Requirements:

- Must be at least 21 years of age
- Enjoy working with people
- Access to the computer and internet. Basic knowledge of Excel
- Good physical condition and able to lift 50 pounds.
- Work well communicating and motivating a group of people.
- Attend a new volunteer orientation at Save the Horses

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## Volunteer Position Available

### Open House Coordinator

**Position:** Open House Coordinator

**Location:** Save the Horses, 1768 Newt Green Road, Cumming, GA 30028

**Compensation:** None. Volunteer position (non-paid)

**Schedule:** Second Sunday of every month from 1pm to 4pm.

**Duties:** Tour families around the farm and let them know why Save the Horses is so special.

#### Activities:

- Tour families
- Answer general questions
- Communicate volunteer needs

#### Job Requirements:

- Must be at least 21 years of age
- Enjoy working with people in a group setting
- Access to the computer and internet. Basic knowledge of Excel
- Provide feedback as to the success of the open house program and suggestions for improvement.
- Attend a new volunteer orientation at Save the Horses

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## Volunteer Position Available

### Field Trip Coordinator

**Position:** Field Trip Coordinator

**Location:** Save the Horses, 1768 Newt Green Road, Cumming, GA 30028

**Compensation:** None. Volunteer position (non-paid)

**Schedule:** As needed. Availability Monday to Friday 9a-4p.

**Duties:** Schedule, coordinate and provide educational and engaging 2-hour tours of the rescue for children. Tour school groups and organizations and discuss the history of the farm and some of the animals that live there. Lead groups to meet and interact with the horses and animals in the petting zoo in a fun and educational outside class room setting.

**Activities:** Tour, groom dwarfs, feed animals in petting zoo, paint a horse, games.

Typical groups include: YMCA, Girl/Boy Scouts, pre-schools, home schoolers, private schools, public schools, church groups, camps, boys & girls clubs, etc.

#### Job Requirements:

- Must be at least 21 years of age
- Enjoy working with youth in a group setting
- Access to the computer and internet. Basic knowledge of Excel
- Collect monetary payments
- Provide feedback as to the success of the fieldtrip program
- Attend a new volunteer orientation at Save the Horses

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## Position Available

### Volunteer Grant Writer/Researcher

**Compensation:** None. Volunteer position (non-paid)

Save the Horses is looking for individuals with experience in grant writing, to research and apply for grants to help support and fund our all-volunteer, 501(c)(3), non-profit horse rescue and sanctuary.

Grant Writers will be responsible for:

- Developing, preparing and writing grant proposals and supporting documents such as letters of inquiry and applications.
- Assembling and submitting grant requests in a timely manner.
- Researching and identifying grant opportunities according to the rescue's needs.

Please join Save the Horses and help us help the horses.

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