

## MINNESOTA HORSE EXPO – JOB DESCRIPTION

Job Title:

### **Volunteer Recruiter**

Purpose:

The Minnesota Horse Expo is Minnesota's largest equine trade show, offering educational opportunities with both local and global speakers, diverse equine breeds on display and outstanding shopping. The Minnesota Horse Expo raises funds for Minnesota Horse Council related horse projects, scholarships and grants.

The volunteer recruiter works during the calendar year prior to the Minnesota Horse Expo in late April to recruit volunteers to staff the many positions needed to have a successful Expo event. The MN Horse Expo is primarily a volunteer-run event and this position also is for a volunteer.

Key Responsibilities:

Meet with organizations to present volunteer opportunities and positions available.

Outreach to public and private organizations and individuals to recruit volunteers to staff the MN Horse Expo volunteer positions.

Contact potential volunteer recruits.

Draft and send communications to potential volunteer recruits.

Attend monthly meetings of the MN Horse Expo board.

Time Commitment:

Varying. Most work done during November through Expo.

Presence at MN Horse Expo event not required but encouraged.

Requirements and Qualifications:

Outgoing personality, ability to speak to both large and small groups comfortably.

Good writing and communication skills.

Knowledge of the MN Horse Expo event and volunteer jobs.

Optional – contacts and knowledge of the local horse clubs and organizations.

*Interested? Reach out to Leslie Stewart, Minnesota Horse Expo Vice President at [leslie.r.stewart@outlook.com](mailto:leslie.r.stewart@outlook.com) with questions or to submit your qualifications for this position.*