

ANIMAL SHELTER VOLUNTEER

Department: Shelter **Reports to:** Shelter Programs Coordinator | Kennel Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

We expect all of our volunteers to be responsible for the actions below at minimum; other duties may be assigned.

- Understands, supports, and adheres to organizational policies, position statements regarding animal welfare subjects, and code of conduct.
- Performs all job duties in an efficient, positive, professional manner.
- Helping to maintain sanitary facilities at all times to have a clean and presentable space
 - Washing and sanitizing dishes, Kongs, litter pans, and cat carriers
 - Assisting with laundry
 - Making sure adoptable dogs have treats in their treat buckets
 - Making sure Kongs are filled and frozen in time for the dogs' dinner at the end of the adoption day
 - Sweeping the cat adoption room, the small mammal adoption room, and the kennels as necessary
 - Helping to organize and maintain the garage and animal kitchen
- Following established procedures governing safe work practices
- Working cooperatively with staff and other volunteers
- Other duties as assigned

QUALIFICATIONS

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must maintain a consistent, pleasant and non-judgmental demeanor with staff, volunteers, other agencies and the public.
- Must follow safety standards and procedures and work to ensure a safe environment for animals, the public, other volunteers, and employees.
- Must attend an information session.