



Shelter Assistant

Volunteer Position Description

REPORTS TO: Volunteer Coordinator and/or Shelter Tech Staff

AGE REQUIREMENTS: 16 years of age or older

TIME COMMITMENT: two-hour shift weekly for at least two months

POSITION SUMMARY: This volunteer position helps keep the shelter operations running smoothly by handling laundry and dishes. People in this role may also be asked to clean kennels and prepare enrichment for the animals. **This position does not interact with animals.**

BENEFITS:

- Build your resume, while impacting the lives of shelter animals
- Learn about the shelter, community programs and events
- Work with animal care staff who have years of experience

SUMMARY OF DUTIES (includes, but not limited to, the following):

- Sorting, washing, drying, folding, and putting away laundry
- Cleaning, sanitizing, and putting away dishes
- Preparing Kongs
- Providing animal enrichment to dogs as needed through kennel doors (no direct animal contact)
- Hosing down and drying out dog kennels while staff handle the dog
- Other related duties as assigned

QUALIFICATIONS:

- Must possess good communication skills and be a team player
- Able to squat, bend, twist, lift and stand for long periods of time
- Be able to withstand loud noisy environments
- Be able to check and respond to email communications
- Follow directions and work independently or in a team without constant supervision

EXPECTATIONS:

- Attend all required trainings and meetings
- Volunteers should understand that they are representative of the shelter and should act in a manner that promotes the shelter in a positive way
- Be on time and attend shifts as scheduled
- Adherence to shelter safety protocols including, not interacting with animals unless directed to, not interrupting staff inappropriately, respecting off-limit areas of the shelter and wearing appropriate attire