



# HAPPILY EVER AFTER ANIMAL SANCTUARY

## VOLUNTEER DESCRIPTION FORM

<b>TITLE:</b>	<b>ADOPTION CENTER DOG VOLUNTEER</b>
<b>LOCATION</b>	Green Bay Adoption Center
<b>EFFECTIVE</b>	October 29, 2010

### **VOLUNTEER HOURS:**

Dog Volunteers are needed Friday from 5:15pm to 8:00pm and on Saturdays and Sundays from 10am to 4:00pm.

### **POSITION SUMMARY:**

This volunteer position assists in the daily cleaning of all dog related items as well as helps with the socialization of the dogs. This position acts as customer service to all people interested in the dogs. This position also attends to other basic cleaning needs of the facility as needed.

### **ESSENTIAL JOB FUNCTIONS:**

- Thoroughly clean dog kennels, dog area, food & water dishes and bedding; insuring that the dogs have a clean and safe environment.
- Insure the outside dog run is kept scooped and free of messes.
- Socialize with all dogs to ensure they get adequate playtime and positive human interaction which may include taking them for walks and playing with toys.
- Monitor the health and wellbeing of the dogs and alert others when changes (negative & positive) occur. Keep the dogs fed and watered as needed.
- Continually monitor the interactions of the dogs while they are together to prevent or stop any potential fights and to insure the safety of the dogs and people.
- Groom dogs as needed which may include brushing, ear cleaning, nail trimming and bathing.
- Learn the basic information of each of the dogs at the Adoption Center including their age, breed, and personality.
- Professionally greet and assist the customers with their various needs including but not limited to: questions regarding the dogs at the Adoption Center, questions about other dogs at the Sanctuary, the adoption process and general questions regarding HEA.
- Work with potential dog adopters by identifying their wants/needs and then suggesting and showing the dogs.
- Assist with the various other facility cleaning tasks including but not limited to: dusting, cleaning the bathroom, cleaning out air purifier filters, washing windows and doors, doing laundry, washing dishes, sweeping, vacuuming and mopping the other areas.

### **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE:**

Comfortable interacting with all breeds, sizes and ages of dogs.

Basic knowledge of dogs and their behaviors.

Ability to bend, reach and lift and the strength to handle large, strong dogs.

Ability to interact with the public in a positive and friendly manner; good communication skills.