



HAPPILY EVER AFTER ANIMAL SANCTUARY

VOLUNTEER DESCRIPTION FORM

TITLE:	SANCTUARY DOG VOLUNTEER
LOCATION	HEA Sanctuary, Marion, WI
EFFECTIVE	January 30, 2011

VOLUNTEER HOURS:

Dog Volunteers are needed every day. When you first begin volunteering, you must come out during the hours that Ken or Amanda is onsite. These hours are 9:45am-12:00pm or 3pm-6pm daily. Once you are familiar with the animals, the routine, and the expectations of volunteers, the hours can become more flexible.

POSITION SUMMARY:

The purpose of this position is to maintain the health and well being of HEA dogs at the Sanctuary. The position is responsible for the daily feeding, toileting and exercising of the dogs. This position is also responsible for cleaning all areas occupied by the dogs at the Sanctuary.

ESSENTIAL JOB FUNCTIONS:

- Let dogs outside for exercise and to relieve themselves, following the prescribed order.
- While the dog is outside, thoroughly clean the dog kennel or room. Provide clean food & water dishes and bedding. Provide fresh food and water. When the living area is ready, bring the dog back in and continue with the next dog.
- When the dogs are cleaned and fed, sweep and mop hall floors.
- Scoop the outside dog runs.
- As time permits, wash food dishes and complete other tasks as requested.
- Monitor the health and wellbeing of the dogs and alert others when changes (negative & positive) occur.
- Continually monitor the interactions of the dogs to prevent or stop any potential fights and to insure the safety of the dogs and people.
- As time permits and as instructed by Ken or Amanda, socialize with dogs to provide playtime and positive human interaction.
- As time permits and as instructed by Ken or Amanda, groom dogs which may include brushing, ear cleaning, nail trimming and bathing.
- Sign in/out on the Volunteer Log located on the desk.

KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE:

- Comfortable interacting with all breeds, sizes and ages of dogs.
- Basic knowledge of dogs and their behaviors. Ability to tolerate and manage a wide range of dog behaviors.
- Ability to bend, reach and lift up to 40 pounds. (If you are physically unable to do this, please indicate this on your volunteer application.)
- Strength to handle large, strong dogs.
- Ability to carefully follow instruction for handling the dogs.

