



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: PM Animal Care Volunteer

EFFECTIVE DATE: April 2019

REPORTS TO: Animal Care Manager

TRAINING/DAY-TO-DAY CONTACT: Animal Care Coordinators

TIME COMMITMENT: Two Hour Shift, Weekly as Assigned. Monday – Friday from 4pm-6pm, Saturday & Sunday from 2pm-4pm

LOCATION: Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of the PM Animal Care Volunteer is to support the Animal Care team by providing daily care to shelter pets including feeding, charting and general cleaning. The PM Animal Care Volunteer will work as a team, alongside staff and other volunteers.

Duties Include:

- **Treat all animals both on and off the job humanely. You are a representative of the BMHS even when you are not volunteering.**
- Maintain appearance and demeanor consistent with the image of the BMHS as a professional animal facility. Follow the dress code required of all volunteers as outlined in orientation.
- Provide a safe environment for the animals, volunteers, and customers by following safety procedures and protocols.
- Observe and monitor the health of animals by recording and reporting any concerns by charting by using daily observation sheets for each animal in your assigned section on the adoption floor and impound areas.
- Responsible for providing daily food, water, bedding (as directed), toys (as directed) for each animal including scooping poop in your assigned section.
- Responsible for basic housekeeping including sweeping and cleaning floors, trash and waste removal in your assigned section.
- Responsible for spot cleaning kennels in your assigned section, including removal of waste in your assigned section.
- Responsible for providing animals exercise when appropriate and/or directed by Animal Care staff.
- Bathing and grooming of shelter animals, as needed.
- Socializing, providing comfort and teaching dog's basic obedience.
- Assist staff, guests and other volunteers with getting shelter animals in/out of animal kennels safely.
- Educate guests and other volunteers about kennel signs and color coded carabiner system.

- Assist with enrichment by socializing, providing comfort, treat distribution and teaching shelter dogs basic obedience, as assigned by the Animal Care Manager.

OTHER DUTIES / FUNCTIONS:

- Available to assist staff members, visitors and other volunteers as needed.
- Assist Animal Care team as requested.
- Assist with maintaining facility cleanliness including sweeping, mopping, wiping down surfaces etc.
- Assist with other projects as assigned.

POSITION SPECIFICATIONS:

- **Required**
 - Willing to follow shelter protocol including standards for interacting with shelter animals and safety procedures.
 - Must be detail oriented, accurate, and dependable.
 - Able to juggle demands, prioritize, and follow through to timely completion.
 - Good communication skills, (verbal/written).
 - Must have a patient demeanor in order to safely interact with shelter animals.
 - Must have high tolerance for loud noises and physical indoor/outdoor activity and cleaning chemicals.
 - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
- **Desired**
 - Desire for learning and mastery of required job skills in order to expand the impact that the Blue Mountain Humane Society has on the community.
- **Education / Training**
 - Must have attended Volunteer Orientation informational session.
 - Must have attended 1-on-1 with Volunteer Coordinator and/or other BMHS Staff.
 - Additional training with Animal Care Staff required.
 - Dog Walking 101 recommended.

GOALS:

- The goal of the PM Animal Care Volunteer is to assist the Animal Care Team in the daily care of the shelter pets by ensuring all animals at BMHS have access to fresh water, nutritious food and a comfortable and clean environment.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter in all types of weather conditions.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.
- Regular exposure to various cleaning products such as Rescue (Accel), a disinfectant used for cleaning.
- Regular exercise including walking shelter dogs.