



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Petco Assistant Volunteer

EFFECTIVE DATE: January 2019

REPORTS TO: Animal Programs Manager

TRAINER(S): Animal Programs Manager or appointed staff, volunteers.

TIME COMMITMENT: One Hour, Weekly as Assigned.

LOCATION: Petco, Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of a Petco assistant volunteer is to provide daily care to cats available for adoption through Blue Mountain Humane Society that are currently housed at Petco.

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.
- Complete duties on assigned day between 9 a.m. and 12 p.m. at Petco.
- Responsible for providing food, water, bedding, toys and a clean cage for each cat.
- Responsible for spot cleaning kennels when necessary or as assigned.
- Responsible for providing cats enrichment through socialization and play.
- Responsible for cleaning and sterilizing kennels as assigned, including the removal of waste.
- Responsible for sweeping and cleaning floors to maintain general cleanliness.
- Observe and monitor the health of animals by recording and reporting any concerns by charting by using daily observation sheets.
- Communicate with Animal Programs Manger regarding any concerns related to cat's behavior or health.
- Communicate with Animal Programs Manager in order to maintain necessary supplies at Petco.
- Act as a representative of Blue Mountain Humane Society while interacting with community members and Petco management and staff.
- Assist with transportation of supplies and/or adoptable cats between Blue Mountain Humane Society and Petco as requested by the Animal Programs Manager.

OTHER DUTIES / FUNCTIONS:

4/16/2019

- 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**
 - 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 pets.
 - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
 - Must have reliable transportation.
 - Must be willing to work independently.
- **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 orientation.
 - Must have attended 1-on-1 with Volunteer Coordinator.
 - On-site training at Petco.

GOALS:

- The goal of a Petco assistant volunteer is to provide daily care to adoptable cats currently housed at Petco in order to provide safe and clean housing.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter, off-site at Petco.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.
- Regular exposure to cleaning products such as Rescue, a disinfectant used for cleaning.