



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Playgroup Assistant Volunteer

EFFECTIVE DATE: December 2018

REPORTS TO: Animal Programs Manager

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

TIME COMMITMENT: Two Hours, Weekly as Assigned.

LOCATION: Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of a playgroup assistant volunteer is to provide adoptable dogs exercise, socialization and enrichment by assisting with the Dogs Playing for Life program at Blue Mountain Humane Society.

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.
- Responsible for checking out a walkie-talkie using the walkie-talkie sign out sheet as outlined by handler.
- Communicate effectively with the handler in order to transport dogs between the adoption floor and the Bark Park by utilizing a walkie-talkie.
- Follow safety procedure while removing shelter dogs from their kennel on the adoption floor.
- Follow handler's instructions while introducing dogs to the playgroup, removing dogs from group, and assisting with dog handling as assigned.
- Willingness to assist lead handler in responding to dog fights as outlined by the Dogs Playing for Life protocol.
- Assist Animal Programs Manager in maintaining play group supplies, supply organization and cleanliness.

OTHER DUTIES / FUNCTIONS:

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

4/16/2019

POSITION SPECIFICATIONS:

- **Required**
 - Must be 18-years-old.
 - Willing to follow DPFL protocol including standards for interacting with dogs during playgroups.
 - 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.
- **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.
 - Must have participated in DPFL training with lead handler.
 - Dog Walking 101 is recommended.

GOALS:

- The goal of a playgroup assistant volunteer is to provide shelter dogs exercise, socialization and enrichment while await adoption.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.
- Regular exposure to dog to dog socialization, related play and/or other encounters.
- Regular exercise including walking shelter dogs.