



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Senior Center Volunteer

EFFECTIVE DATE: December 2018

REPORTS TO: Humane Education & Volunteer Coordinator

TRAINER(S): Development Staff

TIME COMMITMENT: Scheduled Visits, Monthly.

LOCATION: Blue Mountain Humane Society, Senior Center, Off-Site.

PURPOSE OF VOLUNTEER ROLE: The main purpose of a senior center volunteer is to connect shelter pets with the elderly in order to socialize shelter pets and bring joy to seniors in our community.

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.
- Learn about Blue Mountain Humane Society's mission, programs and services in order to properly inform the public.
- Gather supplies for senior center visit including pet carrier, treats, poop bags etc.
- Communicate with Development staff and Customer Service staff effectively in order to communicate which animal is leaving the shelter and when it will return.
- Complete proper check out protocol for shelter pets including using kennel signs.
- Load shelter pet into vehicle and transport shelter pet to senior center while following safety protocol.
- Interact with the public in a manner that reflects the mission, services and practice of Blue Mountain Humane Society.
- Maintain safety protocols while interacting with shelter pet off-site.
- Facilitate safe interactions between shelter pet and community members.

OTHER DUTIES / FUNCTIONS:

- Available to assist staff members, visitors and other volunteers as needed.
- 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 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.

GOALS:

- The goal of a senior center volunteer is to connect shelter pets with the elderly in the Walla Walla valley.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter.
- Off-site at other facilities including assisted living centers for the elderly.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.