

APPENDIX “B” – ROLE DESCRIPTION

**VOLUNTEER POSITION TITLE: ANIMAL CARE ASSISTANT
(Laundry & Dishes)**

Commitment

Applications will be considered for volunteers who can commit to a **weekly 2-hour shift** on one of the following days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 am – noon				10 am – noon		
12 – 2 pm				12 – 2 pm		
					3 – 5 pm	3 – 5 pm
				5 – 7 pm		

Volunteers being considered for this role must be able to attend all training classes and complete all requirements as listed below

Responsibilities

Animal Care Assistant Volunteers play a very important role in supporting our Animal Care Department by:

- Washing, drying, folding, and organizing laundry,
- Assisting Animal Care Staff with washing and sanitizing dishes and,
- Assisting in any other task which may be asked of them by shelter staff
- Adhering to CHS safety and hygiene guidelines while performing all duties.

Qualifications

- Ability to work as part of a team and independently as required
- Can be trusted to work independently and with minimal supervision
- Have an appreciation and respect for animals and the values of CHS



Training

Training is mandatory and will be provided by CHS free of charge

- Volunteer Orientation
- Canine Body Language
- How Animals Learn
- First Buddy Shift (with a staff member)
- Second Buddy Shift (with an experienced volunteer)

Additional Requirements

- Must be 16 years or older
- Attend Provide a clear Criminal Record Check (there is a \$30 fee associated with this.)
- Signed Volunteer Agreement & Release form
- Must have access to and basic proficiency with email

[CLICK HERE TO APPLY!](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted. Applicants will receive an update on application status with 3 – 4 weeks of applying.
