

**APPENDIX “B” – ROLE DESCRIPTION**

**VOLUNTEER POSITION TITLE: ANIMAL CARE ASSISTANT**

**Commitment**

Applications will be considered for volunteers who help provide support to the Animal Care Team on a causal or weekly basis. Volunteers in this role will work primarily in the Holding Area. Shift hours are as follows:

<b>Causal coverage:</b> 2 – 4 flexible shifts per month <b>Weekly coverage:</b> 1 shift per week	
<b>Monday - Friday</b>	<b>Saturday - Sunday</b>
10:00am – 12:00pm	10:00 am – 12:00 pm
1:00 – 3:00 pm	1:00 – 3:00pm

**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:*

- Collecting dirty laundry and dishes around the holding area
- Assisting Animal Care Staff with washing and sanitizing dishes
- Washing, drying, folding, and organizing laundry
- Sorting and organizing incoming linen and toy donations
- Discarding unusable items that is not safe to be offered to animals
- Assisting Animal Care Staff with animal waste disposal
- Preparing linen and food carts for the next shift
- Assisting in any other task which may be asked of them by the Animal Care Team
- Adhering to CHS safety and hygiene guidelines while performing all duties

**Qualifications**

- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society



- Excellent interpersonal skills, ability to work as part of a team
- Can be trusted to work independently and with minimal supervision
- Comfortable working in a fast-paced environment
- Previous animal handling experience is considered an asset
- Have an appreciation and respect for animals and the values of CHS

Physical requirements:

- Physically capable of lifting up to 40 lbs
- Ability to perform repetitive motions such as: sitting, reaching, lifting, squatting, bending and pulling
- Volunteers working in this role will be standing and walking for the majority of the shift

Work environment:

- Please note this role will include significant amount of cleaning and exposure to fecal/urine soaked linens
- Exposure and use of cleaning chemical such as Preveil

## Training

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

- Canine Body Language - recommended
- Feline Body Language - recommended
- 2 Buddy shifts with an Experienced Volunteer or CHS staff member

## Additional Requirements

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- Must be 16 years or older
- Provide a clear Criminal Record Check (there is a \$30 fee associated with this.)
- Signed Volunteer Agreement & Release form

**[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 within 3 – 4 weeks of applying.**

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