



APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: **ANIMAL TRANSPORT**

Commitment

Applications will be considered for volunteers who can commit to a casual 2-hour shift as needed, depending on transportation needs.

Monday - Sunday (3 volunteers needed)	Shifts Vary (1-2 hours in length) Between 8:00am – 7:00pm
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Confirmed Shift: _____

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

Responsibilities

Driver Volunteers play a very important role in the transport of animals by:

- Picking up stray animals surrendered to veterinary clinics
- Dropping off medical and care supplies to offsite adoption locations

Qualifications

- Clean driving record
- Can be trusted to work independently and with minimal supervision
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society
- Have an appreciation and respect for animals, as well as, the values of CHS
- Strong communication skills both verbal and in writing
- Previous animal experience and knowledge required
- Comfortable handling dogs of all sizes with unknown history
- Ability to pick up shifts on short notice
- Enjoy driving!

Physical requirements:

- Physically capable of lifting up to 40 lbs
- Ability to perform repetitive motions such as: sitting, reaching, lifting, squatting, bending and pulling



Training

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

- First Buddy Shift (with a current CHS Staff)
- Second Buddy Shift (if required)
- Canine Body Language
- Leash Skills
- Feline Body Language
- How Animals Learn (Optional)

Additional Requirements

- Must be 18 years or older
- Attend an interview
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Provide 5 year driver's abstract (There is a \$25 fee which will be reimbursed)
- Submit a CHS insurance 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.
