



## Calgary Humane Society

### APPENDIX "B" – ROLE DESCRIPTION

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## Summer Shelter Supporter: **Varied Skills**

### Commitment

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This is a temporary summer role from late June to August. The commitment is flexible and will be discussed at the time of the interview. We are looking for a weekly commitment of 2-3 hours per week OR a full week long 2-3hrs/per day for one or more weeks. We are looking for a variety of skill sets to help in different departments throughout the shelter based on your experience and comfort level. Role responsibilities will vary depending on the placement. We want to put your best skills to use where it matters the most!

### Tasks & Responsibilities will vary depending on Volunteer Skills and Interests

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- Assisting Animal Care with kennel cleans, providing water and feeding
- Tucking animals in at night and doing safety checks
- Photography of animals awaiting their forever homes
- Animal Enrichment
- Administrative duties
- Making phone calls to donors and businesses
- Organizing storage rooms
- Cleaning duties as assigned
- Sorting and organizing incoming physical donations
- Animal transportation & driving
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage
- Provide positive interaction, affection, socialization and exercise for animals in the adoptions area to help increase their adoptability and to decrease their stress levels as they wait for the new forever homes

### Training

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**Training varies by role, is mandatory and will be provided by CHS free of charge**

- First Buddy Shift
- Second Buddy Shift
- Canine Body Language
- Feline Body Language
- How Animals Learn



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- Rabbits 101

### Requirements

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- Must be **15** years or older
- Attend an interview
- Strong communication skills both verbal and in writing
- Previous animal experience and knowledge is considered an asset
- Depending on the role placement volunteers may be asked to provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Capable of lifting heavy objects up to **50lbs** depending on the role placement
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.

### How to Apply

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Please apply through the link below:

**[CLICK TO APPLY HERE!](#)**

**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.**

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