



Calgary Humane Society

APPENDIX "B" – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: **STORE & RECEPTION**

Commitment

For most roles, you will be asked to commit to a minimum of 2 hours a week for six months of service

	9 am - 12 pm	12 pm - 3:30 pm	3 pm - 5 pm	3:30 pm - 7 pm
Monday		Available		Available
Tuesday				
Wednesday	Available	Available		
Thursday				Available
Friday		Available		
Saturday				
Sunday	Available		Available	

Responsibilities

- Professionally greeting and directing potential adopters who have an appointment set up with the Adoptions Team
 - Informing potential adopters about the adoption process
 - Answering general inquiries about Calgary Humane
 - Answering the Reception phone line
 - Optional training on the store NCR system, store till and processing transactions
 - Answering voicemails
 - Pricing and stocking shelter store with inventory
 - Professionally supporting store customers with any questions they may have
 - Completing other administrative tasks as required.
 - Cleaning duties as assigned
 - Adhere to CHS safety and hygiene guidelines
 - Adhere to all animal kennel signage
 - Assisting with sorting physical donations
 - 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
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Training

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

- First Buddy Shift (**REQUIRED**)
- Second Buddy Shift (**REQUIRED**)
- Canine Body Language
- Feline Body Language
- How Animals Learn
- Rabbits 101

Requirements

- Must be 16 years or older
- Attend an interview
- Punctual, reliable and able to follow through with commitment to shift times
- Previous animal experience and knowledge is considered an asset
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- 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.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[CLICK HERE TO APPLY!](#)

Closing date: The 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.
