



Calgary Humane Society

APPENDIX "B" – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: **ANIMAL CARE ASSISTANT**

Commitment

For most roles, you will be asked to commit to a minimum of six months of service with a weekly commitment of two to three hours.

Responsibilities

- Assisting Animal Care Staff with washing and sanitizing dishes
- Washing, drying, folding laundry and organizing toys
- Sorting and organizing incoming donations
- When asked, cleaning shelter kennels for the Animal Care team
- Discarding unusable items that are not safe to be offered to animals
- Assisting Animal Care Staff with garbage disposal
- Assisting in any other task which may be asked of them by the Animal Care Team
- Adhere to CHS safety and hygiene guidelines

Training

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

- First Buddy Shift (**REQUIRED**)
- Second Buddy Shift (**REQUIRED**)

Requirements

- Must be 14 years or older
- Attend an interview
- 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, 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.



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- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.
- Physically capable of lifting up to 40 lbs
- Ability to perform repetitive motions such as: sitting, reaching, lifting, squatting, bending and pulling
- Please note this role will include significant amount of cleaning and exposure to fecal/urine soaked linens and use of cleaning chemical such as Prevail

How to Apply

Please apply through the link below:

[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. Applicants will receive an update on application status with 3 – 4 weeks of applying.
