



NOCO HUMANE

3501 East 71st Street
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Animal Care Assistant Volunteer

Description:

Animal Care is responsible for the daily care, feeding and monitoring of all animals in the shelter. While taking care of animals is the main focus of this department, there are many other non-animal related tasks that ensure the department runs smoothly.

Objective:

Assist the animal care department with important daily tasks outside of the animal-related roles. This is a non-animal handling position.

Supervision:

Directly reports to the Animal Care Supervisors and Lead Animal Care Technician. Indirectly reports to Shelter Supervisor and Shelter Manager

Requirements:

Animal Care Assistants must be at least 16 years of age

Volunteers age 10-15 years may join our Partner-Up Program with a parent or trusted adult who is 18 years or older

Volunteers over the age of 18 must complete a national criminal background check and sex offender search

Commitment:

We ask that Animal Care Assistant Volunteers commit to at least 2 hours per week for a minimum of six months.

Working Conditions:

All volunteer work is performed in the animal shelter setting. There is a potential for exposure to zoonotic diseases and cleaning chemicals. Lifting donations and objects up to 50lbs. Potential for sedentary desk work the duration of shift.

Training:

- ☐ Attend a Volunteer Orientation
- ☐ Interview with Animal Care Supervisor(s) or Lead Animal Care Technician
- ☐ Attend Non-Animal Handling Training and shelter tour
- ☐ Receive first shift on the job training

Duties:

- ☐ Sorting and moving donations from the front of the house to appropriate storage areas
- ☐ Filing paperwork and assisting with data entry and office work as needed
- ☐ Assist with general cleaning tasks such as laundry, cleaning crates, dishes, sorting toys, mopping etc.
- ☐ Organizing and cleaning areas in the shelter and storage shed as deemed necessary by the Animal Care department

Dress Code:

- ☐ Green volunteer t-shirt
- ☐ Closed-toe shoes
- ☐ Pants
- ☐ Please note that you will be handling cleaning chemicals so be aware that clothing may get dirty.

Department Contact Information:

acsupervisors@nocohumane.org

(970) 226-3647 ext. 3340