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## Animal Photography Volunteer

### Description:

Animal photographs are crucial to helping animals find their forever homes. Animal Photography Volunteers are in the Client Services department which handles all client interactions, including but not limited to, adoptable animal visits and adoptions, intake of owner surrendered animals, filing lost reports and reuniting owners with their animals. Photographs appear on NOCO Humane's website and on an animal's adoption card.

### Objective:

Obtain high-quality digital photographs of adoptable animals to attract potential adopters and enhance the appearance of the adoptable animals on NOCO Humane's website.

### Supervision:

Direct supervision by Client Services Supervisors and Lead Client Services Representative, indirect supervision by Shelter Supervisor and Shelter Manager  
Works closely with and receives training from Client Services Representatives

### Requirements:

Animal Photography Volunteers must be at least 16 years of age  
Volunteers 18 years of age and older must complete a national criminal background check and sex offender search.

### Commitment:

Animal Photography Volunteers must be able to commit to a minimum of 2 hours per week for a minimum of six months.

### Working Conditions:

All volunteer work will be performed in the animal shelter setting. There is a potential for exposure to zoonotic diseases and cleaning chemicals, exposure to dangerous and fractious animals, exposure to high noise levels when in kennel area, and a potential for animal bites and scratches while handling animals

### Physical Activities:

Lifting of up to 50 pounds unassisted, kneeling, squatting, bending, cleaning duties (sweeping, mopping and cleaning counters), walking dogs on a leash, handling animals of all temperaments, animal restraint.

### Training:

- Attend a Volunteer Orientation
- Interview with a Client Services Supervisor and/or Lead Client Services Representative
- Attend hands-on Animal Handling Training
- Attend Safe Cat Handling Training
- Attend on the job first shift training

### Duties:

- Use proper animal handling protocols to retrieve small mammals, cats and dogs and other adoptable animals from their kennels and safely bring them to the photography room
- Use a digital camera to take high quality photographs of adoptable animals
- Retake current photos that are of lesser quality, as directed
- Accurately load all photos onto the computer and/or shelter software
- Follow brand standards set forth by NOCO Humane, including specific background and lighting requirements.
- Notify NOCO Humane staff of any health and/or behavioral issues noted during interaction with the adoptable animals
- Follow all standard cleaning protocols to thoroughly disinfect and sanitize the photography room between each animal and at the end of volunteer shift

**Dress Code:**

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