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Offsite Animal Care and Transport Volunteer

Description:

The Client Services department 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. The Offsite Animal Care and Transport Volunteer assists Client Services with bringing animals to offsite adoption locations, running errands as requested and ensuring adoption paperwork is completed and returned to the shelter. Along with transport, volunteers are also responsible for participating in the care of cats at offsite adoption locations.

Objective:

Offsite Animal Care and Transport Volunteers will be responsible for transporting animals to and from offsite locations for adoption, as well as providing scheduled care to cats while they remain at offsite adoption locations. Job duties include loading animals (cats, small mammals and exotic animals) into carriers, collecting monetary adoption payments, representing NOCO Humane in a respectful and professional manner, as well as answering general organizational questions. Offsite Animal Care and Transport Volunteers will also run errands as requested for shelter departments.

Supervision:

Direct supervision by Shelter Supervisor, Client Services Supervisors and Lead Client Services Representative, indirect supervision by Animal Care Supervisors and Lead Animal Care Technician, Shelter Manager and Volunteer and Humane Education Program Manager

Requirements:

Offsite Animal Care and Transport Volunteers must be at least 21 years of age
Proof of current driver's license and auto insurance required
Sign NOCO Humane Driver Agreement & Waiver of Liability
Must complete a national criminal background check and sex offender search.

Commitment:

Offsite Animal Care and Transport Volunteers must be able to commit to participating in *at least four shifts a month*. Schedules will be sent out on a monthly basis requiring volunteers to schedule themselves for the shifts they will be able to attend. Must be able to commit to checking email on a regular basis to be informed of offsite adoption needs and must be able to respond to shelter requests within two days.

Working Conditions:

Volunteer work will be performed in the animal shelter setting, driving to and from offsite adoption locations and providing animal care at offsite adoption locations. 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 30 pounds unassisted; kneeling, squatting, bending, cleaning cat enclosures at offsite adoption locations, handling animals of all temperaments, animal restraint

Training:

- Attend a Volunteer Orientation
- Interview with a Shelter Supervisor, Client Services Supervisor and/or Lead Client Services Representative
- Attend hands-on Animal Handling Training
- Attend Safe Cat Handling Training
- Watch all required driving training videos
- Attend on the job first shift training

Duties:

- Responsible for checking email regularly to be notified of volunteering needs and opportunities and signing up for shifts accordingly
- Transportation, using personal vehicle, of animals to and from NOCO Humane
- Care for cats residing at offsite adoption locations, including but not limited to, feeding, changing litterboxes, providing clean bedding and sanitizing kennels
- Running errands as requested for shelter departments including, but not limited to, picking up cardboard flats and occasional animal food items for delivery to the shelter
- Using proper and approved animal handling techniques, Offsite Animal Care and Transport Volunteers will be responsible for loading and unloading animals into carriers
- Follow NOCO Humane's driving protocol and adhere to any requests for driver's license, insurance and waivers to be signed
- Return completed paperwork and monetary payments to the Client Services Supervisors or Client Services Lead at NOCO Humane

Dress Code:

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

NOTE: Animal transport volunteers will not be reimbursed by NOCO Humane for mileage. However, a tax preparer or other financial advisor may have recommendations for recording miles to receive a tax benefit or reduction.