



Dane County Humane Society Volunteer Position Description

Job Title: **ADMITTING ASSISTANT**

Scope of Position: This position supports Dane County Humane Society's mission and core values by helping Admitting staff members move animals from intake into the shelter. All animals begin their time at DCHS in Admitting. They are provided a Wellness Exam and are dewormed and given vaccinations and flea and tick treatments. There is no animal handling associated with this position.

Reports to: Admitting/Foster Supervisor

Trained by: Trained Staff/Volunteers

Duties and Responsibilities:

- Clean Admitting Cages/Rooms
- Restocking of needed supplies
- Preparation of needed supplies (work with needles may be needed)
- Other duties as assigned

Qualifications and Requirements:

- Minimum of 18 years of age
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Reliable attendance and ability to work independently required
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours

Training, Schedule and Commitment:

- Training: On the job.
- Shifts are available between 4pm-6pm on Mondays, Tuesdays, Thursdays and Fridays; and 2pm-4pm on Wednesdays, Saturdays, and Sundays.
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two-hour shift worked, at the shelter, per week for a minimum of six (6) months