



**Dane County Humane Society  
Volunteer Position Description**

Job Title: **BARKINS' DONATION ASSISTANT VOLUNTEER**

Reports To: Volunteer Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by managing the inventory of gently used pet supply donations and assisting thrift store customers.

Duties and Responsibilities:

- Receive newly donated items and distribute to the appropriate locations
- Restock thrift store shelves
- Straighten and clean thrift store shelves
- Organize and clean inventory storage area

Requirements:

- Minimum age 16 years
- Personal pet ownership experience is helpful.
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours
- Ability to lift up to 25 pounds

Schedule, Training and Commitment:

- Training is a minimum of 3-4 one-on-one sessions
- Participate in ongoing evaluation program
- Adult shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- Youth shifts available: noon-5pm Saturday and Sunday; 3-7pm Monday, Tuesday, Thursday or Friday; 3-5pm Wednesday
- 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 per week for a minimum of six (6) months.