



**Dane County Humane Society  
Volunteer Position Description**

Job Title: **BUILDING MAINTENANCE & GROUNDS ASSISTANT**

Reports to: Facilities Manager

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by assisting with the upkeep and maintenance of our building and grounds.

Duties and Responsibilities:

- Mowing – must have experience.
- Snow removal – sidewalks and dog walkways.
- Tree removal, shrub trimming
- Other projects as needed  
ex: Kennel maintenance, painting, hanging bulletin boards, lighting maintenance.

Requirements:

- Minimum age of 18 years old
- Valid driver's license
- 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
- Reliable attendance and ability to work independently required
- Ability to squat, bend, twist, lift or stand for up to two hours
- Ability to routinely (and safely) lift 50+ pounds

Training, Schedule and Commitment:

- Attend all training and continuing education as required of this position
- Participate in ongoing evaluation program
- Shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- 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.