



**Dane County Humane Society
Volunteer Position Description**

Job Title: CARESTAFF ASSISTANT

Reports to: Volunteer Training Coordinator

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 overall care of shelter animals by providing a clean, healthy, and nutritive environment for them during their stay at Dane County Humane Society.

Duties and Responsibilities:

- Work directly with Carestaff on their daily tasks, including preparing animal enrichment. Please note that Carestaff Assistants do not interact with animals directly.
- Miscellaneous tasks may also be required, such as but not limited to dishes, laundry, cleaning and organizing the kitchen area, setting up animal cages for new residence, yard and barn cleanup.
- Help to direct visitors to the Adoption Center for adoption inquiries, and to the front desk for other inquiries.
- Help facilitate quick adoptive placement of animals into forever homes by providing a clean environment and exceptional care.

Qualifications and Requirements:

- Minimum age of 18 years old
- Ability to maintain designated safety precautions when dealing with all types of animals
- 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

Training, Schedule and Commitment:

- Attend all training sessions and continuing education as required of this position, including initial two-hour training and one-on-one shadow shifts with Carestaff
- Shifts are 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.
- Participate in ongoing evaluation program
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months