



Dane County Humane Society Volunteer Position Description

Job Title:	CRITTER CUDDLER – MAIN SHELTER
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 critters by providing a clean and enriching environment for critters during their stay at Dane County Humane Society.

Duties and Responsibilities:

- Care for shelter critters (including but not limited to Guinea Pigs, Ferrets, Rats, Rabbits, and Birds) by participating in specifically outlined care duties including cage cleaning, dishes and laundry.
- Socialize critters after initial care duties have been completed for the day.
- Help facilitate quick placement of critters into forever homes by sharing critter-specific knowledge through comment sheets.
- Help to direct visitors to the *Adoption Center* for adoption inquiries.

Requirements:

- 8 years or older with a parent or guardian; 13 years or older to volunteer solo at the main shelter; 16 years or older to volunteer solo.
- 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 two separate hands on training sessions.
- Additional training information for volunteers 8 to 15 years old:
 - For volunteer teams: youth 15 or younger volunteering with a parent or guardian – both must attend all training together. Youth in group must always volunteer with adult partner, and never alone.
 - For youth 13-15 volunteering solo - an adult or guardian must attend all trainings, and understand that the youth is volunteering solo and not under direct supervision of staff during their shift. Your participation in training is to assure the youth volunteer understands their role and will follow instructions and procedures; and when needed will ask staff for assistance.
- Participate in ongoing evaluation program
- Adult shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- Youth/adult team shifts available: 8am-5pm Saturday and Sunday; 3-7pm Monday, Tuesday, Thursday or Friday; 3-5pm Wednesday
- Youth solo 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.