



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, Mice, Hamsters, Rats and Rabbits) 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; 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:

- Have a computer or smartphone to allow for online position training, followed by two separate hands on training sessions; and continuing education as required of this position.
- Participate in ongoing evaluation program
- Adult or Adult/Youth team shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- 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.