Dane County Humane Society
Volunteer Position Description

Job Title: EQUINE ASSISTANT

Reports to: Equine Program 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 equines and other livestock by providing a clean, healthy, and nutritive environment for them during their stay at Dane County Humane Society.

Duties and Responsibilities:
• Care for shelter equine and other livestock by participating in specifically outlined care duties, including feeding, watering, stall/paddock cleaning, and equine caretaking duties as assigned by staff such as but not limited to taking out recycling and garbage, washing buckets/bowls, diet preparation, setting up animal stalls for new residents, yard and barn cleanup, etc.
• Participate in specific behavior modification training exercises using positive reinforcement, clicker training and natural horsemanship.
• Help facilitate quick adoptive placement of animals into forever homes by providing an enriched environment.

Qualifications and Requirements:
• Minimum age of 18 years old
• Ability to take direction and follow implemented guidelines, and designated safety precautions when dealing with equine or livestock
• Have high-level English reading, writing, spelling and communication skills; and the ability to ask questions when appropriate
• Friendly and positive attitude
• Ability to squat, bend, twist, lift a minimum of fifty pounds or stand for up to three hours

Training, Schedule and Commitment:
• Attend all training sessions and continuing education as required of this position, including initial two-hour EA orientation and one-on-one shadow shifts with appointed Senior Equine Assistants.
• Participate in ongoing evaluation program.
• Shifts available daily from 9-11am, or when finished. End time based on population.
• Consistent attendance required when equine or livestock are in our care. There may be a period of time when we do not have any animals, and then you will do different tasks or take a brief Leave of Absence.
• 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 scheduled time
• Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months

Revised June 2018