



## Dane County Humane Society Volunteer Position Description

Job Title: **KENNEL ASSISTANT**

Reports to: Kennel Supervisor

Trained by: Trained Staff and Volunteers

Scope of position: This position supports Dane County Humane Society's mission and core values by assisting with kennel cleaning to insure the basic need of our dog population to have a clean place to live during their stay at Dane County Humane Society.

### Duties and Responsibilities:

- Care for shelter dogs by cleaning and maintaining dog kennel runs, following established disease control protocols in a timely manner.
- Provide appropriate toys and bedding based on established protocols.
- Ensure the cleanliness and organization of assigned work area, including daily removal of trash and clutter, and restocking of supplies.
- Report any concerns regarding animals or equipment to appropriate staff.
- Miscellaneous tasks may also be required, such as but not limited to: dog kennel spot cleaning, dishes, laundry, deep cleaning our animal carriers and portable critter cages.

### Qualifications and Requirements:

- Minimum age of 18 years old
- Ability to squat, bend, twist, pull, lift or stand for up to three hours in this physically demanding position
- 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
- Ability to follow designated safety precautions
- Friendly and positive attitude
- No allergies to our cleaning/disinfecting solution, Rescue (Accelerated Hydrogen Peroxide)

### Training, Schedule and Commitment:

- Attend all training sessions and continuing education as required of this position
- Participate in ongoing evaluation program
- Shifts are available any day of week, 8-11am
- 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) three hour shift worked per week for a minimum of six (6) months