



**Dane County Humane Society  
Volunteer Position Description**

Job Title: **PET FOOD PANTRY ASSISTANT**

Reports To: Volunteer Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by managing the inventory of 'Help Keep Pets in their Homes' donations of pet food and kitty litter for distribution to local food pantries.

Duties and Responsibilities (volunteer elects which they will participate in):

- Sort donated items from barrel drives
- Pack up pet food and kitty litter for donation
- Deliver donated items to participating food pantries
- Pick up or deliver donation banks to participating businesses
- Organize and clean storage inventory locations
- Administrative assistance
- Recruit businesses and organizations for barrel or bank collection sights

Requirements:

- Minimum age 16 years
- Have own vehicle if transporting donations, barrels or banks
- Have current Wisconsin driver's license and personal vehicle insurance if electing to deliver donations, barrels or banks
- 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 or stand for up to two hours
- Ability to lift up to 50 pounds if helping with pet food or kitty litter

Schedule, Training and Commitment:

- Training is one-on-one when you sign up for a shift
- Shifts are on an as needed basis. There is no requirement for numbers of shifts to fill.