



Dane County Humane Society Volunteer Position Description

Job Title:	PET PROFILE WRITER
Reports to:	Customer Service Manager
Trained by:	Trained Staff/Volunteers
Scope of position:	This position supports Dane County Humane Society's mission and core values by providing critical information about animals available for adoption to people searching the DCHS website for a new pet.

Duties and Responsibilities:

Pet Profile Writers create succinct, attention-grabbing profiles of cats, dogs and small critters that are available for adoption. Writers gather information from various sources to create profiles that highlight each animal's unique personality, enabling people to find an animal that fits their needs.

- Review animals' files in PetPoint to gather pertinent history that is of interest to adopters
- Review notes written by DCHS staff and volunteers regarding animals' behaviors
- Socialize animals to gain insight into their unique behaviors and needs
- Write a profile that positively portrays the animal
- Enter the profile into our online data management system PetPoint

Qualifications and Requirements:

- Minimum age of 18 years old
- Excellent writing skills
- Computer literacy required
- Basic animal handling skills
- Basic understanding of animal behavior
- Friendly and positive attitude
- 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 squat, lift, bend and be on your feet for two hours

Training, Schedule and Commitment:

- Attend all training sessions and continuing education as required by this position. Training in using PetPoint is provided.
- 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; flexible shifts available