

Volunteer Position Description *Environmental Team Volunteer*

Mon-Fri: 8a-1p
Sat & Sun: 8a-12p



JOB DESCRIPTION

Title: Animal Caregiver – Environmental Team Volunteer
Reports to: Volunteer Manager and Staff Environmental Team
Commitment: 4-5 hours/week, 9 month commitment

PURPOSE OF THE JOB

To serve as a team member who provides high quality care for the animals under the protection of Elmbrook Humane Society (EBHS). To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission, vision, and core values of EBHS.

JOB RESPONSIBILITIES

- Provide proper care including housing, husbandry, exercise, socialization according to EBHS policies and industry standards for animals under the care of EBHS.
- Assist with maintaining accurate paper and electronic records.
- Assist with the capture, transport, and temporary care of wildlife.
- Maintain and follow all departmental procedures, protocols, and safety guidelines.
- Properly label, mix, and dilute chemicals.
- Maintain the cleanliness, organization, and upkeep of the shelter.
- Assist with the proper disposal of hazardous waste.
- Unpack, label, and stock supplies and donations.
- Provide quality customer service.
- Represent the organization in a professional and courteous manner.
- Attend and participate in meetings, training programs, and continuing education.
- Take inventory and prepare supply order on a weekly basis.
- Follow safe handling procedures as they pertain to animals and cleaning agents.
- Know the location of Safety Data Sheets (SDS) and fire extinguishers.
- Assist with providing training as requested by the Community Outreach Events and Volunteer Manager and Director of Animal Care and Field Services.
- Notify Medical Team of animal medical needs/concerns.
- Notify Behavior Team of animal behavioral needs/concerns.
- Work respectfully with and alongside staff and volunteers.
- All other duties assigned.

QUALIFICATIONS

- Must be 12-15 years of age with parent/legal guardian present or 16 years of age or older to perform duties alone.
- Animal welfare work experience preferred.
- Willingness and aptitude to learn about domestic, exotic, and wild animals.
- Able to adapt quickly and work in a fast paced environment.
- Professional public image.
- Able to work with minimal supervision and/or with a team.
- Experienced animal handling skills.
- Proven customer service skills.

- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.
- Passion for issues relating to animal welfare.

WORK ENVIRONMENT

- Physical demands include:
 - Lifting and moving animals, kennels, and other equipment.
 - Frequent movement, including but not limited to; standing, walking, stooping, carrying heavy loads, movement of kennels, restraining active animals, and operation of motor vehicles.
- Working conditions include:
 - Possible exposure to dangerous, diseased, frightened, and injured animals.
 - Possible exposure to zoonotic diseases.
 - Possible exposure to potentially harmful chemicals and drugs.
 - Working with strong cleaning agents on wet surfaces.
 - Indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - Euthanasia.
 - Animal abuse.
 - Animal neglect.