



Volunteer Job Description - Light Duty Helper

Focus of the Job: The primary responsibility of the Light Duty Volunteer is to help different departments with daily or seasonal non-intensive tasks.

Reports to: The department staff member you are assisting that day and the Volunteer Coordinator.

Requirements:

- Orientation
- Shelter Training

Tasks:

- Assisting with laundry
- Washing dishes
- Organizing dog toys and checking them for any hazards
- Cleaning windows and borders
- Organizing shelter dog collars and creating an inventory sheet for them
- Sweeping, mopping, and wiping surfaces in Wags 1 and Storage Area
- Making enrichment toys for shelter animals
- Updating Animal Documentation clipboard
- Helping to clean/maintain the premises
- Discarding and refilling poop stations
- Basic computer work
- Any other shelter tasks as needed

Physical Requirements:

- Must be able to stand for up to 3 hours
- Must be able to reach and bend

Work Environment:

- Medium paced environment

Shift Rules:

- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff

Dress Code:

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. If you decide to bring a sweater or long-sleeved shirt, it must be worn under your volunteer shirt.