



## POSITION DESCRIPTION

**POSITION TITLE:** Volunteer

**JOB RELATIONSHIPS:** Reports to Community Outreach Coordinator

**JOB SUMMARY:** This position supports the organization as a whole and offers their time to support H.O.P.E. for Animals in a volunteer capacity.

### **VOLUNTEER OPPORTUNITIES:**

#### **Kennel/Laundry/Pack Room Assistant:**

Job functions and responsibilities:

Assist the Medical Staff in daily functions including but not limited to:

- Ensure that all animals are kept in a clean and sanitary environment.
- Maintaining clean laundry and an organized laundry facility.
- Successful sterilization of all surgery instruments, intubation tubes, and surgery towels/drapes/gowns.
- Stock all rooms with proper bedding daily.
- Prepare surgery packs for the next surgery day.
- Run the Autoclave to sterilize surgery packs.
- Stock surgery room and prep room with sterilized packs.

#### **Post-Surgery Cleaning Assistant:**

Job functions and responsibilities:

- Assist Veterinary Staff with cleaning the surgery area after surgeries are completed for the day
- Mop the hallway and dog/cat holding rooms
- Clean cages and kennels
- Take out trash

#### **Event Volunteer:**

The event positions will vary with each event. Events will usually take place on weekends but could occur on a weekday or evening.

Events can include, but are not limited to:

- Vaccine clinics
- Information Booths
- Fundraisers
- Other events in which HOPE is not the host, but may have booths set up at the events

#### **Community Cat Crew Volunteer:**

Job functions and responsibilities:

- Trapping- Help set-up and check traps
- Cleaning- Clean the transport van, traps, help with laundry
- Releasing- Release cats where they were found after surgery



## Humane Organization for the Prevention of Euthanasia



- Community Outreach- Hand out information in areas we're trapping
- Administration- File records, fold/cut outreach materials

### Surgery or Wellness Clinic Greeter:

Job functions and responsibilities:

- Welcome our clients and their pets as they come in for spay/neuter surgery or wellness clinic.
- Answer questions and help them fill out paperwork if needed
- Hold animals for owner if needed, or assist in using wall hooks

### Job Shadow:

One-time Opportunity

- On occasion, students of veterinary careers may choose to spend time "shadowing" one of our doctors or technicians during business hours to help determine if a career in the veterinary field is right for them.

### Client Education and Outreach

- Must be able to communicate with the public on a daily basis in a professional manner;
- Must be committed to the spay and neuter mission of H.O.P.E. for Animals and be able to communicate this to the public in a professional and friendly manner;
- Must have knowledge and experience working with diverse communities of people;
- Must be able to understand and adhere to clinic procedures and policies which impact H.O.P.E. and our partners.

### Animal Handling

- Minimal animal handling will be expected of this position; however, some basic skills are needed to perform some tasks;
- Must be able to learn characteristics of basic animal behavior and properly apply those to handling skills (for example: be able to identify aggressive or fearful behavior).

### Physical Requirements

- Must be able to work standing or sitting for 2 or more hours;
- Must be able to communicate both verbally and in writing and must be able to take verbal instruction;
- Must possess an acceptable degree of dexterity in hands and fingers;
- Must have good vision including peripheral vision, fine detail, distance, depth perception and able to focus;

### Working Conditions

The work environment described here is representative of those a volunteer encounters while performing this job:

- The position generally works indoors in an air-conditioned office, with a mixture of natural, incandescent and florescent light;
- On occasion, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside;
- May require volunteer to be exposed to unpleasant and noxious fumes and odors;
- May include prolonged exposure to various aqueous solutions including but not limited to dish soap, hand soap, and hand sanitizer;
- May include prolonged exposure to quaternary ammonium cleaners and other chemicals.