



VOLUNTEER POSITION DESCRIPTION ADOPTIONS

TITLE:

Transfer Assistant Volunteer – AD-WP

MAJOR OBJECTIVE:

Assist in the transfer of dogs and cats from the Riverside Department of Animal Services and other organizations.

RESPONSIBILITIES:

1. Assist in loading/unloading of dogs and cats and placing them in observation housing.
2. Photograph animal
3. Set up temporary housing unit with bedding, food and water.

QUALIFICATIONS:

1. Experience taking photographs
2. Ability and desire to handle and work with kenneled animals
3. Willingness to maintain sanitation of animal areas
4. Ability to work independently
5. Good communication skills
6. Dedication to the philosophies of the Center
7. Ability to lift up to 30 pounds
8. Minimum of 18 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with the Volunteer Services manager or designee.
3. Advanced Dog Walking training encouraged.

TIME AND PLACE:

Shifts available Mondays 1:30 – 4:30 or as scheduled.

COMMITMENT:

Three hours per week for a minimum of six months.

SUPERVISION:

Direct supervision Intake Supervisor, Adoption Counselors, indirect supervision by the Volunteer Services manager

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!