



## **Animal Care Assistant**

**Job Description:** Animal Care Assistant volunteers are what most people think of when they want to volunteer at an animal shelter. The volunteers help with everything that needs to be done to keep our animals healthy which may include cleaning, walking and petting the animals. Volunteers work with the public who visit the shelter to help our pets find a new home.

**Requirements & Qualifications:** • Volunteers must attend orientation

- Volunteers need to take APA Basic Training
- Volunteers need to take any and all additional training that may be required
- Volunteers must be able to fulfill all job requirements without assistance
- This position is very physical. It will require bending, some lifting, kneeling, and standing for long periods of time
- Volunteers need good interpersonal and communications skills
- Volunteers will be handling cats, kittens, dogs and puppies

**Duties:** Volunteers will greet customers, assist them with visiting the pets, answer questions, clean cages, clean dishes, clean litter pans, do laundry and other support duties.

**Minimum age:** 16

## **Foster Care**

**Job Description:** Foster homes provide a temporary home for special needs animals. Foster parents take our animals into their homes to provide them with a nurturing environment to make them more adoptable. Our special needs animals can be cats, dogs, puppies or kittens who need more attention to deal with different problems. The APA works very selectively to match the animal needs to the special interest the volunteer can provide.

**Requirements & Qualifications:** • Volunteers must attend Orientation

- Volunteers must attend Basic Training
- Volunteers must meet with the Director of Education
- Volunteers must be able to fulfill all job requirements without assistance
- Volunteers must be familiar with animal care and behavior
- Volunteers must agree to a home visit
- Volunteers must contact the Director of Education once a week to report on the animal's progress

**Duties:** Volunteers may be required to administer medication, exercise, train, socialize or provide other care. Fostering can be both rewarding and challenging. Animals are with the volunteers for a limited time and the volunteers must understand that the animals in their care are not their own. Volunteers will meet with the Director of Education to have a frank discussion about foster care.