



# Pawsitive Match Rescue Foundation

## SHELTER VOLUNTEER

### The Role

<b>Location</b>	On-Site	<b>Reports To</b>	Shelter Coordinators Shelter Director
<b>Weekly Time Commitment</b>	2-4 hrs, variable	<b>Direct Report(s)</b>	N/A

The Shelter Volunteer supports House of Paws (HoP) operations by assisting with animal care, cleaning, feeding, and socialization. This role ensures the smooth upkeep of shelter facilities and contributes to maintaining a safe and nurturing environment for rescued animals. Shelter Volunteers play a vital role in providing enrichment and care to animals as they await placement in foster homes and adoption. There are three 2-hour shifts daily at 8 AM, noon, and 7 PM, and dedicated volunteers are always needed to help.

### The Responsibilities

- Feed and walk dogs and/or feed and socialize with cats.
- Tidy kennels and scoop litter pans.
- Clean and sanitize dishes, toys, and kennels.
- Perform general cleaning tasks around the shelter, including mopping and laundry.
- Assist with additional tasks as needed, such as foster pick-ups, gathering supplies, and administering medication.
- Follow health and safety protocols, as well as HoP policies and procedures.
- Work as part of a team and communicate with the shift lead regarding animal observations and completed tasks.



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### The Person

- A community member in good standing.
- Positive attitude and willingness to learn.
- Ability to work independently under the supervision of a shift lead and collaborate with a diverse team of volunteers.
- Good communication skills and ability to follow designated handling instructions.
- Ability to schedule a minimum of two shifts per month (4-6 hours per month).

### Experience & Qualifications

- All HoP volunteers must complete both theory and practical training before beginning shifts.
- Animal Related Skills - Basic Animal Handling is an asset, but no prior animal handling experience is required.
- Administrative Skills - Google Workspace is an asset.