

WARL Volunteer Job Descriptions, Requirements, and Schedules

Please note you will start out in areas where we most need you – usually washing dishes, litterboxes, and laundry before any animal related opportunities

Job:	Requirements Could Include /Ability to:	Days We Need help:	Times of Job: Most Shifts are 2 hours
<u>Cleaning:</u> cat cages, sweep and mop floors, wash dishes, wash litter boxes, wash, dry, fold and put away laundry	reach, bend, twist, pull, push, lift, kneel, climb step ladder, be willing to get wet, strong back, shoulders, arms, and knees, lift/carry 20 – 40 lb bags of litter	All 7 days	Cat Cages = 8am – 10am Sweeping/Mopping = 10am – 11am Wash Dishes/Litter Boxes = 8:15 or 2:30 Wash Laundry: 8:15am, 10:15am, 12:15pm, 2:15pm
<u>Clinic Assist:</u> rabies clinic for the public's pets	provide customer service, lift & carry cats in carriers, escort dogs, fill out paperwork	Once a month – usually last Wed	4:00pm – 6:00pm
<u>Drop in Duties:</u> assisting with a variety of small jobs	bend, reach, lift & move 25 - 50 lb bags of food or litter, organize supplies	Whenever you have time and want to “drop in”	Anytime between 8am and 4pm
<u>Errands:</u> pick up large quantities of donations from local establishments, transport animals	drive own large vehicle, lift heavy boxes,	Could be any day – we'll send you an email request once the store contacts us	At a moment's notice
<u>Foster:</u> provide home care for a dog or cat/kitten with special needs until ready for adoption	drive animal to and from WARL for medical appointments; feed, care for, administer meds, attend to its needs while in your home. WARL will provide food, litter, meds etc	Depends on the case - anywhere from 1 week to 3 months	Everyday it's on your care
<u>Fundraising/Community Event Assistance:</u> tend to WARL's booth/tent	speak knowledgably about the shelter, provide customer service, handle monetary transactions, lift boxes of supplies, assemble and/or break down tent, transport self to and from event	Once a month – will depend on the date of the event. Advanced emails will be sent with dates.	2 hour shifts – will depend on the start time of the event
<u>Office/Clerical:</u> in shelter or at home assistance with phone calls, copying, graphic design, computer assistance, writing thank you notes	provide customer service; copy machine off site; write neatly; navigate around a computer; read	Varies - could be a weekly task or as needed for an upcoming event.	One hour for a regular weekly task, usually anytime between 9am and 12pm but we can be flexible with the time

<u>Animal Care:</u> feeding cats, walking dogs, running dogs, training dogs – for experienced trainers only	remember diets or take meticulous notes; handle lots of different odors – feces, urine, vomit; learn or be aware of cat/dog behavior; run 1 – 3 miles for those interested in running WARL dogs; carry a cat; bend; squat; handle strong dogs who pull on leash; good balance is a must	Cat Care – daily → Dog Walkers – daily → Runner Program – daily → Trainers – daily →	8am – 10am or 3:30pm - 4:30pm 9am – 10/10:30am or 3pm – 4pm Mornings between 8am and 12pm Will be arranged through our dog program coordinator
<u>Animal Enrichment:</u> visit with, comfort, read to, play with, or make enrichment toys	show and be extremely patient; be calm and quiet; sit and read; understand animal behavior and warning signs; let the animal lead the interaction	Daily for cats → Daily for dogs <i>Quiet & Clean Program</i> → <i>Pen Play Program for advanced walkers only</i> →	10:30am - 11:30am 11am – 12pm 1:00pm – 3:00pm