



Position Descriptions for Kennel Shifts

Kennel Cleaning Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Provide care for the dogs through cleaning and socializing. Prepare the kennel for visitors before the shelter opens to the public.

Major responsibilities:

- Work as a team with other volunteers on the shift to clean and socialize
- Clean inside and outside kennels
- Wash food and water dishes, then dry and put away
- Help with laundry
- Ensure each dog has a toy, bed, and water dish
- Take dogs out, one at a time, to the play yards
- Clean up after each dog
- Empty all garbage cans

Time Required: One 2-3 hour shift per week in the morning or evening during the week, or every other week on weekends.

Shift Times: Weekdays, 8:30 – 11:00 am and 5:00 – 7:00 pm; Weekends, 8:30 – 11:00 am and 4:00 – 6:00 pm

Qualifications:

- Must be 16, or ages 12-15 with a parent
- Ability to bend and reach, and lift at least 35 lbs
- Fine motor skills needed to operate cage latches and attach leashes
- Capacity to follow shelter rules and guidelines
- Willing to spend at least half of the shift cleaning
- Willing and able to handle dogs of various sizes and temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Kennel Training must be completed before working independently. All new Kennel Cleaning Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and dogs, gain skills in handling dogs of different sizes and temperaments, have fun interacting with dogs and other volunteers.

Kennel Showing Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Show dogs to potential adopters, socialize with dogs, clean as needed.

Major responsibilities:

- Work as a team with other volunteers on the shift to show and socialize the dogs
- Interact with potential adopters
- Using the adoption application, the cage card, and shelter rules determine which dog(s) is/are appropriate for a potential adopter
- Supervise visitors for their safety and the safety of the dogs
- Keep kennel and food prep area clean
- Help with laundry
- Take dogs out, one at a time, to the play yards
- Clean up after each dog
- Empty all garbage cans

Time Required: One 2-3 hour shift per week during mid-day or evening hours during the week, or a 4 hour shift during mid-day hours every other week on weekends.

Shift Times: M/Tu/Th/Fr, 11:00 am – 2:00 am and 7:00 – 9:00 pm; Sat/Sun, 11:00 am – 3:00 pm, every other week

Qualifications:

- Must be at least 18 for any showing shifts
- Ability to bend and reach, and lift at least 35 lbs
- Fine motor skills needed to operate cage latches and attach leashes
- Capacity to follow shelter rules and guidelines
- Comfortable talking to visitors
- Willing and able to handle dogs of various sizes and temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Kennel Training must be completed before working independently. All new Kennel Showing Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and dogs, gain skills in handling dogs of different sizes and temperaments, have fun interacting with dogs and other volunteers.

Kennel Socializing Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Socialize with dogs, clean as needed.

Major responsibilities:

- Work as a team with other volunteers on the shift to ensure all dogs are taken out and given attention
- Keep kennel and food prep area clean
- Help with laundry
- Take dogs out, one at a time, to the play yards
- Clean up after each dog
- Empty all garbage cans

Time Required: One 2-3 hour shift per week during mid-day or evening hours during the week, or every other week on weekends.

Shift Times: Wednesdays, 11:00 am – 2:00 pm and 7:00 – 9:00 pm; Sat/Sun, 7:00 – 9:00 pm

Qualifications:

- Must be 16, or ages 12-15 with a parent
- Ability to bend and reach, and lift at least 35 lbs
- Fine motor skills needed to operate cage latches and attach leashes
- Capacity to follow shelter rules and guidelines
- Willing and able to handle dogs of various sizes and temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Kennel Training must be completed before working independently. All new Kennel Socializing Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and dogs, gain skills in handling dogs of different sizes and temperaments, have fun interacting with dogs and other volunteers.

Date of position description: 09-30-14