

West Suburban Humane Society



Position Description – Transportation Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society and Sarah Stromberg, Animal Care Manager

Purpose of the Position: Transport animals between the shelter and the veterinary office.

Major responsibilities:

- Communicate with shelter staff on which animals will need to be transported each day
- Pick up animals at the shelter, put them in your vehicle (in crates or loose, depending on the animal), and transport to the veterinary office(s)
- Bring any necessary paperwork to the veterinary office
- Pick up animals at the veterinary office(s) and return to shelter
- Return animals to their cages/area

Time Required: Approximately 2 hours, one or more days a week

Shift Times: Weekday afternoons, timing is somewhat flexible

Qualifications:

- Must be at least 18
- Must have a valid drivers license
- Have use of a reliable vehicle
- Comfortable handling cats and dogs, of various breeds, sizes, and temperaments
- Strong communication skills to work with both shelter and veterinary staff
- Capacity to learn and follow shelter rules and guidelines
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Passionate about animals and WSHS's mission
- Ability to bend and reach, and lift at least 45 lbs

Training and/or Preparations Required: New Volunteer Orientation and meeting with the adoption desk staff and animal care staff to review procedures

Work location: Shelter, veterinary office(s), and within own vehicle

Benefits to the volunteer: Opportunity to work with both cats and dogs, feel good about helping animals by transporting those in need of medical care, learn more about shelter and veterinary procedures

Date of position description: 07-30-14