



Position Description – Transportation Volunteer

Supervisor: Deb Waggoner, 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