

Chico Animal Shelter Volunteer Role Description

Position Title		Lost and Found Call-backs					
Direct Supervisor		Front Desk Supervisor					
Organization Mission							
<p>Courteously and compassionately promote the health, safety and welfare of citizens and animals in our community by honoring the human-animal bond, treating each person and animal as an individual, and providing humane care and positive outcomes for unowned/unclaimed animals.</p>							
Activities and Goals							
<p>Assist shelter staff by keeping lost and found reports up to date.</p>							
Duties and Responsibilities							
<ul style="list-style-type: none"> • Call people that have filed lost or found reports to check status of pet. • Remove listing that are no longer valid. • Share tips for pet reunification. 							
Minimum Time Requirements							
<p>3 hours per week.</p>							
Location/Work Environment				x	Eligible for work at home		
<p>Can be done in the front office of the animal shelter or from home. At the shelter, may be subject to loud noises (barking dogs, phones ringing), pet hair and dander, unruly animals coming through the office. Can also be done from home.</p>							
Interaction With Animals	x	None		Minimal		Some	Extensive
Interaction the Public		None		Minimal		Some	x
Experience Needed	x	Entry Level	x	Prior Experience and/or Training Needed			
Skills/Qualities Required							
<p>Positive, helpful attitude Ability to use telephone Ability to use online computer program Comfortable working with members of the public Ability to take direction and learn shelter policies and procedures Ability to problem solve</p>							
Orientation and Training							
<p>Training will involve becoming familiar with the lost and found logs and polices for retaining records. Volunteer will also be made aware of the laws regarding lost and found pets.</p>							
Other							
<p>NOTE: If working at the shelter with access to the City computers, this position will require volunteer is Live-scanned (fingerprinted) before being able to start.</p> <p>If working at the shelter volunteer is required to wear closed-toed shoes and long pants. Tee-shirts, no tank tops.</p>							