## **Chico Animal Shelter Volunteer Role Description**

Position Title				Lost and Found Call-backs						
Direct Supervisor				Front Desk Supervisor						
Organization Mission										
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.										
Activities and Goals										
Assist shelter staff by keeping lost and found reports up to date.										
Duties and Responsibilities										
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Remove listing that are no longer valid.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										
3 hours per week.										
ocation/Work Environment				Eligible	ble for work at home					
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.										
x	None		Min	imal		Some		Extensive		
	None		Min	imal		Some	x	Extensive		
x	Entry Level	х	Prior Experience and/or Training Needed							
Skills/Qualities Required										
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										
Orientation and Training										
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.										
Other										
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.										
If working at the shelter volunteer is required to wear closed-toed shoes and long pants. Tee-shirts, no										
tank tops.										
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