



**Rescuing Dogs & Cats
in Central Ohio
Since 1975**



JOB TITLE: DOG CARETAKER

Department: In Shelter Kennel Care

Classification: Volunteer

Position Summary: Care and feeding of CHA dogs, as well as interaction with public on the adoption floor if the shift is during adoption hours. Duration of the shift is approximately two hours on weekdays and approximately three hours on weekends. Shift is scheduled every other week.

Volunteer shift positions report directly to the shift lead, and secondarily to the volunteer coordinator.

Duties & Responsibilities:

Exercising, interacting with, and grooming dogs, observation of dog behavior and wellness, keeping dog runs clean and presentable, including removing soil, watering and feeding, interacting with public (if adoption shift), stocking supplies and helping with laundry and dishwashing if applicable. Familiarity with and application of all procedures set forth in *The CHA Dog Care Manual* when performing tasks and providing care. Maintain free flowing dialogue, including questions and concerns, with your Lead.

Skills & Qualifications:

Clear understanding of dog behavior and handling practices. Mild mannered and patient demeanor. Possesses excellent communication and customer service skills and exercises good judgment when dealing with the public, staff and other volunteers. Represents CHA in a professional and courteous manner at all times. Committed to maintaining the integrity of CHA mission through care of the dogs, responsible and dependable attendance of your shift, and respectful communication regarding CHA, inside and outside of the shelter.

Working Conditions:

Work is performed inside the dog kennels, dog adoption area, outside playground, and walking path area. Candidates should not be allergic to dogs, must be able to walk for extended periods of time (1.5 - 2 hrs), able to lift 50 lb bags of litter/food, and have a solid understanding of walking a dog on a leash according to CHA practices.