



Willamette Humane Society - Volunteer Role Description

Animal Welfare Assistant

Availability: 4:30-6:30 PM Mondays, Wednesdays, and Fridays.

Purpose of the Role:

Animal Welfare Assistants work directly with animals and with staff in the shelter to provide essential care to shelter pets. While housed in the shelter, all animals receive food and water, exercise and socialization, and if necessary, grooming and health care.

Willamette Humane Society follows the five freedoms guidelines established by the Farm Animal Welfare Council and upholds those guidelines through the care of animals at all times.

Animal Welfare assistants help with cleaning kennels, laundry, dishes, and assisting with anything the Animal Welfare Team needs. By maintaining the continuous flow of needed supplies, volunteers enable staff to focus on animal welfare and care.

Volunteer Role Location:

Throughout the shelter areas including; the laundry room, the exam area, and the kennel areas.

Essential Duties and Responsibilities:

- Kennel Cleaning
 - Follow existing cleaning procedures to clean and disinfect cat and dog housing including kennels, colony rooms, and crates
 - Follow existing cleaning procedures to clean and disinfect cat and dog supplies including bowls and dishes, hard toys, and litter pans
 - Practice minimally-invasive, low-stress techniques to ensure the cleaning process disrupts and upsets the animal as little as possible
- Laundry:
 - Ensure that there are sufficient volunteer aprons, cleaning rags and towels, pet toys, leashes, and bedding and dishes for animal kennels
 - Sorts and loads laundry. Laundry items may include rags, towels, blankets, pet beds, toys, leashes, harnesses, volunteer aprons, and scrubs.
 - Ensures that appropriate cleaning methods and machines are used for each item.
 - Washes and sanitizes pet dishes, litter boxes, kongs and toys that cannot be laundered. Restocks these items throughout the shelter.
 - Duties involve regular contact with soiled bedding and litter boxes that may contain communicable animal diseases.
 - Distributes items throughout the shelter. Monitors supply centers to ensure they are fully stocked.

Last Updated: [1.6.22]

Updated by: CE Team

- Report any physical health concerns to staff via our communication binder, including but not limited to; diarrhea, vomiting, lethargy, blood in stool or urine, coughing, sneezing, lameness, and inappetence
- Report any behavioral and mental health concerns to staff via our communication binder, including but not limited to; scratching, spinning and other compulsive behaviors, head whipping, hissing, swatting, charging, biting, excessive hiding or feigning sleep

Qualifications and Requirements:

- Ability to be exposed to, and work with, various cleaning supplies.
- Requires bending, stooping, and lifting.
- Ability to work directly with animal wastes, potentially harmful cleaners and disinfectants, high noise, and potentially hazardous conditions, including the risk of animal bites and zoonotic diseases.
- Must be 16 years of age or older

Dress Code:

- Closed toed shoes and socks
- Pants free of rips, tears or stains that cover and protect skin
- Willamette Humane Society Volunteer apron
- Willamette Humane Society name tag

Benefits:

- Join the front lines of our Animal Welfare Team to make a direct difference in the lives of shelter pets
- Interact with dogs and cats, checking on their health and enjoyment at the shelter.

WHS is dedicated to establishing, maintaining, and enhancing the bond between companion animals and people of Marion and Polk counties. For more information on volunteering, visit the [volunteer Facebook page](#), join our [monthly newsletter](#), or email volunteer@whs4pets.org.