



PET ALLIANCE
of Greater Orlando

PET ALLIANCE OF GREATER ORLANDO VOLUNTEER POSITION DESCRIPTION

POSITION:	BarkBuddy
SPECIAL CONDITIONS:	Minimum 6 hours of availability per month. Some interaction with dogs may be required.
REPORTS TO:	Volunteer Coordinator, Behavior Specialist, Shelter Staff
TRAINING:	Orientation (1 Hour) & Hands-On Training (1 Hour)

CUSTOMER SERVICE EXPECTATION:

Every volunteer action performed impacts customer satisfaction, and this has a direct impact on the success of the Pet Alliance of Greater Orlando. Providing excellent customer service to both internal and external customers is considered a critical part of being a volunteer.

FUNCTION:

An Enrichment Volunteer assists staff and Bark Buddies with providing daily enrichment to our shelter dogs. Enrichment volunteers will play a vital role in improving the lives of our shelter pets.

RESPONSIBILITIES:

- Shifts are from 11am-12pm daily
- Enrichment preparation
 - Involves food handling
 - Enrichment volunteers should communicate any food allergies to staff during training. Peanut butter is commonly used in all areas of the shelter.
- Distribution of enrichment to kenneled dogs
 - Some contact with dogs may be involved
 - Enrichment volunteers will not be asked to remove dogs from kennels unless trained as a Bark Buddy
- Enrichment cleaning
- Keep enrichment storage and all related work areas clean and in good order
- Maintain dress code and proper attitude always
- Perform other duties as assigned to meet the needs of the organization

QUALIFICATIONS:

- Minimum age of 16 years old or 13-15 with a parent or legal guardian who MUST remain with them at all times

KNOWLEDGE, SKILLS, AND ABILITY:

- Highly motivated toward the welfare and humane treatment of all animals
- High level reading, writing, spelling and communication skills in English
- Ability to communicate effectively with the public and staff



- Agreement to support Pet Alliance of Greater Orlando policies and procedures

PHYSICAL AND MENTAL DEMANDS:

- Safely handling dogs in a shelter requires average vision, hearing, steadiness of hands/body, quick reflexes and mental alertness.
- The physical demands of this position may require bending, kneeling, and reaching.

WORKING CONDITIONS:

- Most work is performed in the shelter areas of the Pet Alliance of Greater Orlando. It is an open, adequately ventilated, but somewhat noisy environment. In addition, the kennels are subject to extremely warm temperatures during the summer months.
- This position requires moving between rooms and buildings that may result in increased exposure to extremes in temperature.
- Position requires frequent and routine public contact as well as the ability to multi-task and maintain safe animal handling techniques under conditions that can be fast paced

This list of essential functions is not intended to be exhaustive. Pet Alliance of Greater Orlando reserves the right to revise this position description as needed to comply with actual position requirements.

Pet Alliance of Greater Orlando is an equal-opportunity employer, a drug-free workplace and compliant with ADA accommodations. Regardless of race, color, marital status, sex, sexual orientation, gender identity, genetic information, age, religion, national origin, disability, veteran's status, military leave, or other characteristics protected by applicable federal, state, or local law, Pet Alliance of Greater Orlando affords equal opportunity to all qualified Employees, Volunteers and applicants. We stand together in our dedication to the well-being of animals and pet owners, embracing their diversity as well.