



## POSITION DESCRIPTION

<b>Volunteer Title:</b>	Bark Buddy	<b>Reports To:</b>	Volunteer Coordinator & Shelter Manager
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### JOB SUMMARY

As a **Bark Buddy**, you'll play a vital role in making sure our shelter dogs get the love, care, and exercise they need! You'll help socialize them, assist adopters in finding the right pet, and keep the shelter environment clean and welcoming.

### RESPONSIBILITIES

#### Caring for Dogs:

- Clean up after dogs (kennels, walks, yards)
- Provide fresh water at all times
- Help track exercise, medical, and behavior notes
- Bathe dogs, when needed

#### During Non-Operating Hours (9 AM - 12 PM):

- Exercise and play with dogs
- Provide enrichment, socialization & basic training

#### During Operating Hours (12 PM - 6 PM):

- Greet adopters & guide them to suitable dogs
- Socialize & exercise dogs between customer visits

#### Other Ways to Help:

- Keep work areas clean, including the Volunteer Den
- Assist with shelter events
- Take on additional tasks as needed

#### *HOUND AROUND TOWN PROGRAM:*

- Take approved dogs on off-site trips for socialization & exercise
- Observe behaviors & provide a feedback report

### QUALIFICATIONS

- 18 years or older
- Dog handling experience preferred but not required
- Good communication & customer service skills
- Ability to follow Pet Alliance policies & procedures
- Must be comfortable communicating in English to ensure clear interactions with staff, visitors, and fellow volunteers, Bilingual volunteers are welcome

### PHYSICAL AND MENTAL DEMANDS

- Ability to stand, walk & bend for extended periods
- Comfortable lifting, pushing, and pulling up to 50 lbs
- Good vision, hearing, quick reflexes and decision making to handle dogs safely

### WORK ENVIRONMENT

- Work takes place in a noisy shelter setting (can be extremely hot in summer)
- Moving between rooms/buildings may expose you to temperature and humidity changes



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- Regular interaction with the public & multi-tasking in a fast-paced setting

Pet Alliance is committed to diversity and equal opportunity. We welcome volunteers of all backgrounds and abilities. If you require accommodations to perform the essential functions of a volunteer role, please let us know, and we will work with you to explore potential solutions.

While we strive to provide appropriate accommodations, there may be instances where we are unable to meet certain requests due to operational or safety limitations. In such cases, we will make every effort to identify alternative volunteer opportunities that align with your abilities and our organization's needs.

However, if reasonable accommodations cannot be provided in a way that ensures the safety and well-being of both volunteers and animals, Pet Alliance reserves the right to decline a volunteer placement. Our goal is to ensure a positive and productive experience for all volunteers while maintaining the highest standards of care for the animals we serve.

Join us in making a difference in the lives of shelter dogs!