



POSITION DESCRIPTION

Volunteer Title:	Youth Volunteer	Reports To:	Volunteer Coordinator & Shelter Manager
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JOB SUMMARY

As a **Youth Volunteer**, you'll be a vital part of the shelter's daily operations, helping to create a safe, clean, and welcoming environment for both animals and visitors. From hands-on animal care to customer service and facility upkeep, your contributions will directly impact the well-being of shelter pets and the experience of potential adopters. This role offers a unique opportunity to gain real-world experience in animal welfare, teamwork, and responsibility—all while making a difference in the lives of animals in need.

RESPONSIBILITIES

Caring for Animals:

- Help create enrichment activities for shelter pets
- Help with puppy and kitten socialization
- Assist with laundry and donations
- Participate in shadowing opportunities to learn about other areas of the shelter

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

- Assist animal care staff with kennel and cattery cleaning, diet preparation, feeding, lobby cleaning, and kitchen duties
- Set up play yards for shelter dogs

During Operating Hours (12 PM - 6 PM):

- Greet potential adopters, guide them to adoptable animals, and assist staff with adoption-related questions
- Scoop dog kennels and spot clean cat kennels
- Clean and sanitize dog play yards

Other Ways to Help:

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

QUALIFICATIONS

- Ages 16-17
- Animal handling experience preferred, but not required
- Good communication & customer service skills
- Ability to work independently and complete assigned tasks
- 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 25 lbs
- Good vision, hearing, steadiness, quick reflexes and mental alertness skills for safe handling of animals



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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
- 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 animals!