

## Chico Animal Shelter Volunteer Role Description

<b>Position Title</b>		<b>Lost and Found Matches</b>					
<b>Direct Supervisor</b>		<b>Front Desk Supervisor</b>					
<b>Organization Mission</b>							
Courteously and compassionately promote the health, safety and welfare of citizens and animals in our community by honoring the human-animal bond, treating each person and animal as an individual, and providing humane care and positive outcomes for unowned/unclaimed animals.							
<b>Activities and Goals</b>							
Assist shelter staff by matching lost and found reports.							
<b>Duties and Responsibilities</b>							
<ul style="list-style-type: none"> <li>• Search social media, Nextdoor, Craigslist, Chico Animal Shelter website, and other online sites to match found animals with animals reported as missing, both at the shelter and posted to Lost and Found Logs.</li> <li>• Remove listing that are no longer valid.</li> <li>• Share tips with finders and owners for pet reunification.</li> </ul>							
<b>Minimum Time Requirements</b>							
3 hours per week.							
<b>Location/Work Environment</b>				x	<b>Eligible for work at home</b>		
Can be done in the front office of the animal shelter or from home. At the shelter, may be subject to loud noises (barking dogs, phones ringing), pet hair and dander, unruly animals coming through the office. Can also be done from home.							
<b>Interaction With Animals</b>	x	None		Minimal		Some	Extensive
<b>Interaction the Public</b>		None		Minimal		Some	x
<b>Experience Needed</b>	x	Entry Level	x	Prior Experience and/or Training Needed			
<b>Skills/Qualities Required</b>							
Positive, helpful attitude Ability to use telephone Ability to use internet Comfortable working with members of the public Ability to take direction and learn shelter policies and procedures Ability to problem solve							
<b>Orientation and Training</b>							
Training will involve becoming familiar with various sites used to post lost and found animals. Volunteer will also be made aware of the laws regarding lost and found animals.							
<b>Other</b>							
NOTE: If working at the shelter with access to the City computers, this position will require volunteer is Live-scanned (fingerprinted) before being able to start. If working at the shelter volunteer is required to wear closed-toed shoes and long pants. Tee-shirts, no tank tops.							

