Chico Animal Shelter Volunteer Role Description

Position Title	Rehoming Resource Specialist
Direct Supervisor	Front Desk Supervisor

Organization Mission

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.

Activities and Goals

Assist shelter staff by helping dog owners with resources to rehome their pet.

Duties and Responsibilities

- Contact dog owners looking to rehome their dog to see what resources they need to either keep their pet or find a new home.
- Provide training tips or resources for trainers if they are interested.
- Direct dog owners to sites to post pets needing rehoming.
- Direct dog owners to breed specific and general dog rescues.
- Share tips for best practices for marketing their pets and screening adopters.

Minimum Time Requirements

3 hours per week.

Location/Work Environment		x	Eligible for work at home

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.

Interaction With Animals	x	None		Minimal		Some		Extensive
Interaction the Public		None		Minimal		Some	x	Extensive
Experience Needed	x	Entry Level	x	Prior Experience and/or Training Needed				

Skills/Qualities Required

Positive, helpful attitude
Ability to use telephone and internet
Comfortable working with members of the public
Familiar with dog behavior and training tips, and local trainers
Ability to problem solve

Orientation and Training

Training will involve becoming familiar with various websites for posting dogs for adoption, as well as breed specific and general dog rescue groups.

Other

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.