

VOLUNTEER POSITION: Canine Meal Prep & Distribution



DEPARTMENT: Canine Department

RESPONSIBLE TO: Volunteer Team, Canine Supervisor, and staff

SUMMARY OF ROLE

Canine Feeders work in conjunction with the canine staff to prepare and feed afternoon meals according to each dog's needs and requirements. This ensures our canine guests stay happy and healthy during their stay. Canine Feeders also assist with daily shelter operations as needed. There is no direct dog handling in this role.

TIME COMMITMENT

- **Schedule:** Weekly; volunteers are expected at the same day & time every week.
- **Duration of Assignment:** 6-month minimum commitment; there is a high level of training involved in this position. Volunteers may continue in this position for as long as they wish after the initial 6 months.

PRIMARY DUTIES AND RESPONSIBILITIES: Exact duties will vary depending on the volunteers' shift time and the needs of the department. Possible duties include:

- Have a staff member print off the List of Dogs With Weights report.
- Utilizing the dog feeding chart and Special Diet Chart, mix and portion meals according to the current population, including special diets.
- Distribute meals to all dogs except dogs labeled "Staff Only Meal Distribution"
- If more than one dog is in a kennel, see staff for how to proceed.
- Abide by protocols of safe animal handling, disease control and prevention
- To work collaboratively and professionally with shelter personnel and volunteers to achieve an efficient, well-run environment for all

VOLUNTEER QUALIFICATIONS

Requirements*: Volunteers in this position must possess the following skills and capabilities:

- 18 years of age or older
- Able to be flexible in the assigned position and assist with other duties as requested

Skills

- Canine feeders must be fast learners, able to work quietly and independently when needed, and must be comfortable working with dogs.
- Strong communication skills and able to follow instructions clearly and efficiently, sometimes with minimal supervision.
- Dependable and responsibly able to communicate with the volunteer management team if unable to make a shift.
- Basic reading comprehension and writing in English - written signs are placed around the shelter to communicate important health and safety information.
- Close attention to detail and organization, to ensure cats on restrictive diets receive the proper meals
- Able to read and understand any special signage such as "staff only"

Physical Capabilities

- See well enough to read animal body language and read important instructional signage.
- Hear well enough to detect animal warning vocalizations.

- Be on your feet for the duration of a two-hour shift.
- Walking on wet floors with appropriate non-slip footwear.
- Able to squat, bend, twist, and lift frequently within confined space with hard floor.
- Able to hold a leash and operate kennel doors safely and properly

Mental/Emotional Capabilities

- Understand, remember, and follow instructions (both written and verbal).
- Work independently with minimal or no supervision (once trained), while also recognizing limits in knowledge/abilities and asking for help when needed.
- Work cooperatively with other people and take direction and feedback from peers, staff, and/or leadership.
- Recognize potentially hazardous situations and respond appropriately or notify the appropriate person.
- Comfortable around loud noises such as barking dogs and industrial washing machines.
- Remain calm when faced with unexpected animal behaviors or other challenging situations.

*If you or someone you are representing may need some assistance or reasonable accommodation to meet these requirements, please contact volunteer@arlgp.org before submitting your application.

TRAINING REQUIRED

- ARLGP Orientation & Volunteer Planning Sessions (online & in-person)
- Fear Free Shelters Certification strongly recommended
- Willingness to participate in occasional continuing education sessions

WORK ENVIRONMENT

As a vibrant and busy shelter, volunteers can expect an often fast paced, and sometimes emotionally charged atmosphere. While performing the duties of the job, volunteers may be exposed to odors or airborne particles including animal fur, dander, and cleaning products. The noise level in the shelter can be loud, depending on the area. Volunteers performing care roles may be exposed to animals experiencing higher levels of stress, cleaning chemicals, or contagious diseases. The ARLGP recommends maintaining basic hygiene included but not limited to changing out of clothing worn at the shelter after a volunteer shift and regularly washing hands.

Peanut Allergen Warning: At the Animal Refuge League of Greater Portland peanut products may be found in any area where animals are present, especially with dogs. Peanut butter is commonly used to provide enrichment and medication, and volunteers may come in contact with these products or animals who have recently consumed these products if working onsite. While peanut products are uncommon in cat areas, there is shared equipment and laundry between species that may carry a risk of peanut exposure. Additionally, peanut products may be in food served to humans at the ARLGP.

DRESS CODE

When volunteering at the shelter, you are a representative of the ARLGP. Dress is casual, but suitable, appropriate clothing is required. When working with animals, clothing may get torn or stained, so please don't wear anything you can't live without. While various positions may have additional requirements, we ask that for health, safety, and public perception, volunteers observe the following general guidelines for dress:

- Clothing must be clean, free of excessive tears, holes, or rips, allow for frequent bending, stooping, and lifting, and may not be excessively tight or revealing, or hang down in such a way as to expose undergarments.
- Appropriate footwear is always required. Shoes should be comfortable & closed-toed with a rubber sole. No high heels, sandals, or flip-flops
- Please always wear your nametag
- Shorts must reach mid-thigh

- No inappropriate prints or graphics
- Dog walkers are encouraged to wear long pants to protect from scratches and ticks on the trails
- Please do not cut or alter your official volunteer t-shirt when representing the League