



# Cape Ann Animal Aid

Christopher Cutler Rich  
ANIMAL SHELTER

## VOLUNTEER JOB DESCRIPTION BARK BUDDY

D1

D2

D3

**REPORTS TO:** Adoption counselors

**POSITION FUNCTION:** assist with afternoon tasks in the shelter kennel and assist potential adopters with the adoption process.

**TIME COMMITMENT & LOCATION:** Must commit to 4 hours monthly at minimum for at least 6 months.

### **CORE RESPONSIBILITIES:**

- Take dogs outside for regular play & potty breaks
- Spot clean kennels as needed
- Fully sanitize kennels as needed
- Work with potential adopters and visitors in the kennel to answer adoption and animal questions

### **TRAINING REQUIREMENTS**

- Orientation for new volunteers
- Dog Communication Course & Quiz (Additional training for D2 & D3 Dogs)
- 2 Training Shifts in-shelter

### **QUALIFICATIONS & REQUIREMENTS:**

- Must be able to lift 30 pounds
- Must be able to read dog body language and interact appropriately
- Ability to follow specific instructions from staff
- Enjoys engaging with CAAA visitors, volunteers, founders, and staff
- Commitment to the philosophy of CAAA practices and policies
- Track and input hours worked into the CAAA database
- Regular access to email to receive important updates