



Cape Ann Animal Aid

Christopher Cutler Rich
ANIMAL SHELTER

VOLUNTEER JOB DESCRIPTION

D1

D2

D3

BARK BUDDY

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