

PAWS Pet Pantry Assistant

Objective:

- Assist the Pet Retention Coordinator with operating the Pet Food and Supply Pantry by checking people in, distributing donations and organizing supplies

Locations/Hours of Operation:

- *Pawsitive Impact Project @ Stransky Veterinary Center* | 5505 O Street Suite 1
Pantry assistant shift times are Thursdays 9:45am-12:15pm

Qualifications:

- *Age:* Must be at least 13 years old with a parent/guardian at all times
- *Experience:* None required
- *Knowledge:* None required
- *Physical:* Must be able to stand and lift up to 25 lbs.
- *Characteristics:* Must consistently follow verbal/written instructions, work well with people, demonstrate compassion and understanding towards patrons
- *Minimum Time Commitment:* 2.5hr monthly shift, set schedule, for a minimum of 3 months

Conditions:

- *Pet hair/dander:* Those with extreme allergies should be aware

Role Specific Duties:

- Assist staff with checking in patrons, picking out items, keeping supplies organized, loading items in vehicles.

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CHS volunteer expectations:

- *“Help where help is needed”* -The shelter is a hectic & unpredictable environment with limited resources. We ask that our volunteers are flexible & willing to occasionally pitch in with core shelter functions, even if those are outside their specific job description (laundry, dishes, etc.)
- *“Be an advocate in all things”*- Our volunteers are highly trained, respected, & trusted pieces to the CHS puzzle. We empower our volunteers to use their unique voice to communicate concerns, share observations, ask questions, suggest ideas, etc.! As a non-profit, it is especially important that our volunteers understand that being a successful (& satisfied) shelter advocate...aka “volunteer”...requires patience, curiosity, & creativity. In Animal Welfare, there are significant limitations to navigate, some of which are very obvious & others which are more abstract (& often harder to change). Put simply...we depend on volunteers to help us innovate & progress as a field/organization & we trust them to do so without taking personal offense or getting discouraged when/if that process is littered with roadblocks.
- *“Speak & act with compassion & respect, always”*- Our work is centered around the fundamental belief that **pets AND people deserve to experience love & companionship**. This belief directly influences the way we treat the people/animals we encounter during our work but also the way we speak about them AND the way we think about them. CHS volunteers share this important belief & allow it to be their “North Star”.

Training: ongoing|in person, hands on3|

(Red= mandatory, green= optional)

- *“Welcome to CHS” Group Orientation*-1.5 hr|occurs 2x month| provides info on CHS programs, culture, history, operations, intro to Animal Welfare, socially conscious sheltering, tour of Pieloch, meet vols, meet staff|
- *“Pantry Assistant Training”*-|1st few shifts |Tour of facility, daily responsibilities, learn system to check patrons in, meet staff, meet vols, etc.