



Volunteer Position Description

DOG FEEDER/CLEANER

Focus of the job:

The primary responsibility of the Dog Feeder/Cleaner Volunteer is to provide daily care for shelter dogs by feeding, cleaning and disinfecting kennels, maintaining Dog Room spaces, and occasional socializing dogs in our care. Volunteers help ensure a clean, safe, and low-stress environment for both animals and people. Morning and evening shifts are available.

Reports to:

Shift Supervisor + Volunteer Manager

Requirements:

- Volunteer Orientation
- Dog Care Training Videos
- Two mentored volunteer shifts
- Must be 18 years of age or older

Shift Times

- Morning Shift: 9:00am–11:30am
- Evening Shift: 5:30pm–8:00pm

Tasks:

- Check kennel cards for feeding instructions, medical notes, and behavior information.
- Prepare meals according to instructions and safely feed dogs their correct meals.
- Monitor dogs for changes in health or behavior and note concerns appropriately.
- Mark kennel cards and daily checklists with proper information.
- Clean and disinfect kennels, dishes, and supplies.
- Provide fresh bedding, toys, enrichment items, food, and water.
- Wash and sanitize hands frequently and follow shelter sanitation protocols.
- Sweep and mop Dog Rooms, hallways, and other assigned areas.
- Wash dishes and assist with laundry as needed.
- Help maintain a clean, organized workspace and assist with general cleaning tasks when needed.
- Socialize shelter dogs using fear-free handling techniques and appropriate interactions.

Basic skills:

- Must be able to read, write, listen and communicate effectively.
- Must be able to follow established instructions and protocols.
- Must be organized with good attention to detail.
- Must be able to work with other people.

- Experience with animals is a plus but all training will be provided.

Physical Requirements:

- Must be able to stand and walk for extended periods of time.
- Must be able to bend, kneel, squat, and lift at the waist regularly.
- Must be able to lift and carry up to 30 lbs.
- Must be comfortable working around dogs of varying sizes and temperaments.

Work Environment:

This position works in an active animal shelter environment with exposure to:

- Animal waste and bodily fluids
- Cleaning products and disinfectants
- High noise levels
- Potential animal bites and scratches
- Zoonotic diseases that can be transmitted from animals to people

A variety of cleaners, disinfectants, and medical products are used daily. Training and specific instructions will be provided regarding proper handling and use.

Time commitment: One weekly 2–2.5 hour shift with a minimum 3-month service commitment.

Dress Code: Volunteer name badge, volunteer t-shirt, long pants, closed-toed and closed-heel shoes.