



FOOTHILLS ANIMAL RESCUE

Dog Attendant Position Description

Reports to: Animal Care Staff and Community Engagement Manager

Primary Objective:

To assist staff in socializing and providing daily care for the dogs in our facility. The Dog Attendant is responsible for the supervision, control, and management of dogs and to ensure safety of all involved.

Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.

- Interact with dogs using appropriate toys and tools to ensure safe levels of play and minimizing stress
- Pick up poop in play yard and/or on walking route and dispose of in the proper container within a timely manner
- Maintain visual observation of dogs at all times and report unusual behavior to staff
- Use proper dog handling techniques as instructed by staff on duty
- Walk dogs along designated route and maintain safe handling techniques when encountering the general public
- Maintain the physical appearance of the play yard and round pens. Reporting any unusual eliminations or injuries to staff immediately.
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate

Qualifications:

- Has attended a New Volunteer Orientation and Dog Attendant Training shift
- Ability to handle dogs of all sizes, ages and temperaments
- Ability to accept supervision and direction from staff
- Ability to show up on time for scheduled shifts and dress appropriately in closed toed shoes and volunteer T-shirt
- Positive and upbeat attitude

Physical Demands and Work Environment:

- Requires the ability to stand for long periods of time
- Ability to bend and move in accordance with dog cleaning and waste pick up
- Wearing close toed shoes at all times
- Possible exposure to various cleaning agents



Attendance Policy

You play an important role in the success of Foothills Animal Rescue. In order to provide the best experience possible, it is important that everyone be punctual and hold a good attendance record. For the times when you are ill, unable to work, or on vacation, call the shelter front desk at 480.488.9890 or the Community Engagement Manager at 480.568.8910 and/or email the volunteer@foothillsanimal.org to let them know of your upcoming absence.

Signing Up

Volunteers must sign up in advance to volunteer for a shift; it is the only way that we can prepare adequately for your arrival. Signing up for most assignments is available via the Volgistics web link found under Get Involved then Volunteer on the Foothills Animal Rescue website. You can also email volunteer@foothillsanimal.org and we will happily sign you up.

Tardiness

You are expected to be prompt at all times. Being late inconveniences those on your shift as well as the staff. If you must be late, please notify the Community Engagement Manager immediately. Repeated tardiness may result in your dismissal.

No-Show

Failure to serve a shift without notifying shelter staff and Community Engagement Manager in advance will impact your participation in the volunteer program. Please notify the shelter staff and Community Engagement Manager immediately if you are unable to report for your volunteer shift. In the event of two (2) no show occasions on a scheduled shift without prior notification, the Volunteer may be asked to leave their position at FAR. Situations are handled on a case-by-case basis.

Seasonal Residency

If you are a seasonal resident of the Phoenix Metro area and spend many months out of the year elsewhere, please inform us of your leave and return dates to the area. If you wish to not continue your volunteer role upon return, please let us know so that we can mark your account accordingly. Keeping accurate and up to date volunteer records ensures we do not hold onto data that is of no use anymore. Letting us know you are leaving for an extended period of time ensures your hours and assignments stay active in your absence.