

Volunteer Role Description:

Kennel Helper

Purpose

Kennel Helpers form part of our Dog Welfare Team, helping our Animal Care Attendants ensure the dogs in our care have a clean and comfortable living space with access to water and assigned diets.

Volunteer Duties and Responsibilities

- Follow established cleaning procedures for kennels, yards or office areas including removing waste, applying disinfectants, hosing down areas, and drying floors with a squeegee and/or towel
- Remove old or soiled bedding and toys and replace with clean bedding and toys
- Ensure kennels and offices are always equipped with clean water accessible to the dogs
- Prepare meals for the dogs, following each dog's assigned dietary requirements
- Maintain adequate stock of supplies, including sorting donations and ensuring all necessary items are available and organised
- Record accurate and important behavioural and medical observations for each dog, and
- Other duties as directed by DRH Volunteer Coordinator or staff

Capabilities, Qualifications or Experience Required

- **Physical Fitness;** repeatedly lift up to 10kg over the course of the shift, occasionally lift up to 20kg, repetitive bending, manual dexterity, carrying items across uneven ground/stairs and navigating around potential trip hazards, steady on feet with potentially large dogs jumping up
- **Dog Behaviour Awareness and Confidence;** accurately recognise basic dog body language and respond appropriately and confidently
- **Strong Communication Skills;** sound reading comprehension and written/verbal communication skills
- **Conscientiousness;** good attention to detail, respectful of personal limitations, carefully follow staff directions in a fast-paced environment to consistently meet standards of care
- **Self-Sufficiency and Teamwork;** perform tasks independently with confidence and accuracy, while also thriving in, and contributing to, a collaborative team setting
- **Reliability;** effective time management, regularly attends shifts and provides adequate notice where possible if unable to attend set shifts
- Prior experience working or volunteering with dogs or kennel cleaning is desirable but not essential

Volunteer Role Description:

Kennel Helper

Commitment and Benefits

Our Kennel Helpers carry out their tasks during staffed hours (typically between 8am and 4:30pm). The **usual shifts are morning (8:15am – 12:15pm) and afternoon (12pm – 4pm)**. Shift lengths and days can be discussed with the Volunteer Coordinator. Kennel Helpers are asked to commit to **one 4-hour shift per week or both a morning and afternoon shift, if preferred**.

Volunteers can benefit from this role by; learning and developing skills in kennel cleaning and animal care, having the opportunity to directly improve the lives of dogs in our care by providing them with a clean and comfortable living space and meeting other individuals who are passionate about the welfare and care of dogs.

Training and Supervision

The Volunteer Coordinator oversees the volunteer program and provides successful applicants with a thorough induction and orientation to DRH and ongoing support.

Comprehensive, role-specific training will be provided, along with focused supervision, by the relevant staff coordinating the tasks undertaken by the volunteer.

Recruitment and Selection

The Dogs' Refuge Home is committed to working towards achieving our missions of treating the dogs in our care as our own until we can find them a permanent loving home and actively promoting responsible dog ownership.

For this reason, we strive to recruit dedicated volunteers who have the skills, attributes and necessary experience appropriate for each role. Therefore, we reserve our right to perform background checks or other screening methods in the recruitment and selection process.

If you have any questions, please contact the Volunteer Coordinator, Jacinta Morgan, at volunteering@dogshome.org.au.