

Volunteer Opportunity

Montgomery County Animal Resource Center (ARC) is looking for reliable and trustworthy volunteers to join our organization. A volunteer's responsibilities include completing tasks assigned by the staff, upholding the values of the ARC, and maintaining a high degree of professionalism.

ARC's Workplace Expectations:

- Support a collaborative organization.
- Create and maintain a culture of safety.
- Be compassionate and respectful.
- Commit to healthy communication.
- Achieve excellence through continual improvement.

Volunteer Responsibilities:

- Arrive on time.
- Understand your role and the responsibilities of the organization.
- Complete the relevant training and ask questions if you are uncertain about anything.
- Complete all duties assigned and report any concerns immediately.
- Uphold the rules and safety regulations of the ARC while completing tasks.
- Make recommendations for improvement.
- Communicate with the Outreach Coordinator or designee when you are running late or unable to fulfill your commitment.

Cleaning Volunteer Responsibilities:

All volunteers are asked to assist in keeping the ARC clean and presentable, including the removal and cleaning of dog waste in kennels and other locations. Volunteers who wish to provide cleaning duties will go beyond these tasks to aid the staff of the ARC with additional tasks such as loading/unloading laundry from our washers and dryers; cleaning dog/cat food and water bowls; and, assisting in mopping, scrubbing and otherwise sanitizing kennels. Duties may vary day-to-day and cleaning volunteers will receive direction from our Animal Care Provider staff regarding which duties will be performed.

Skills and Qualifications:

- Must be at least 18 years of age
- Must be able to safely operate the industrial washer/dryer machines
- Must be able to handle mops, floor squeegees, foam sprayers, and hoses
- Will require standing and bending

Required training:

- Volunteer Orientation
- Training in the use of supplied cleaning equipment, and in sanitation protocols of the ARC