

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.

Event Supporter Responsibilities

Volunteers who provide event support will be called upon to work with staff, other volunteers, and the general public in providing support for the various public outreach events attended by the ARC. This may include: setting up (and taking down) tables, chairs and tents; carrying supplies; handling dogs; answering questions from the public, and other miscellaneous tasks associated with outreach events. Volunteers should be prepared to provide their own transportation to events which do not take place at the ARC.

Skills and Qualifications:

- While we welcome everyone, experienced volunteers are preferred.
- Comfortable working in close proximity to dogs, including the sick or injured.
- A basic knowledge of dog behavior with an ability to read a dog's body language, or a willingness to learn these skills.
- Good communication and interpersonal skills
- Will require sitting, standing, and bending; will also require light lifting

Required training:

- Volunteer Orientation
- Any event-specific training required for a particular event
E.g., an adoption event may require volunteers who have adoption counselor training
- Training regarding canine body language