

# 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.

## **Groomer Responsibilities:**

Groomer volunteers will work with the dogs in our care to provide minor grooming services to improve the appearance of the dogs as well as improve their standard of care. These services will include bathing and cleaning the dogs and may include light trimming of fur or nails when needed. Groomers will work with ARC staff to identify dogs which may be groomed, and which may not be (for example, due to recent surgery). ARC staff may also identify which dogs may be specifically requested for grooming.

### **Skills and Qualifications:**

- Must be at least 18 years of age
- Must have contributed at least 20 hours of service within the past year
- Must be able to lift dogs into and out of the grooming basin
- Must be able to work with and handle shy or rambunctious dogs
- Will require standing, lifting and bending

### **Require training:**

- Volunteer orientation and training
- Fear Free Shelters Core Modules training course
- Training with other groomers and/or ARC staff in the use of the equipment and the procedures in bathing/grooming dogs