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.

Foster Program Advocate Responsibilities:

Foster Program Advocates will work with the ARC staff, and the Outreach Coordinator, to assist in the management of the foster program. Specific duties include familiarizing oneself with dogs eligible for foster care, contacting foster parents to place dogs in care and follow-up on their care, contacting potential foster parents to solidify their application, provide education where needed and obtain photos to help advocate adoption.

Skills and Qualifications:

- While we welcome everyone, having good communication skills is a plus.
- A basic knowledge of dog behavior with an ability to read a dog's signals, or a willingness to learn, to recognize when a dog is uncomfortable or stressed by a situation
- Ability to use the necessary office equipment, especially telephones
- Will require sitting with a minimal amount of standing and bending

Required training:

- Foster Parent Orientation
- Training in the use of office equipment such as the photo copier and phone system