

# 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.

## Clinic Support Responsibilities:

Clinic support volunteers will work with the ARC clinic staff to assist in common tasks, including:

### Anytime Mon – Fri 10:00 a.m. to 6:00 p.m. or Sat 10:00 a.m. to 4:00 p.m.

- Performing follow-up phone calls to clients or adopters
- Giving medicated baths to dogs

### Mon – Fri 3:00 to 6:00 p.m. or Anytime Sat 7:30 a.m. to 4:00 p.m.

- Regular cleaning of examination areas, equipment, and kennels
- Preparing supplies for surgery (folding towels, wrapping gauze, etc.)

### Mon – Fri 3:00 to 6:00 p.m. or Sat 2:30 to 5:30 p.m.

- Washing, drying, and folding clinic related laundry

### Mon – Sat 7:30 to 10:00 a.m.

- Administering morning medications to dogs

### Mon – Fri 2:00 to 5:00 p.m. or Sat 2:00 to 4:00 p.m.

- Administering afternoon medications to dogs

### Anytime Saturday 10:00 a.m. to 4:00 p.m.

- Inventorying supplies
- Various scanning, filing, and data entry

As volunteers will be working under the supervision of our veterinary staff, clinic support volunteers may need to schedule their time. Estimated timeframes for each task are outlined above to help a volunteer determine whether their personal schedule can accommodate the timing associated with a particular task. Clinic support volunteers will be assisting in a working clinic and will be exposed to dogs undergoing surgery, being treated for injury or illness, and otherwise exhibiting pain and/or distress. Volunteers must be prepared for, and willing to work in, such an environment.

#### Skills and Qualifications:

- While we welcome everyone, having good communication skills is a plus.
- Volunteers must be 18 years of age
- 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 equipment
- Will require standing, sitting, and bending and a minimal amount of lifting when bathing dogs

#### Required training:

- Volunteer Orientation
- Training from clinic staff in procedures used
- 20 hours of general volunteering working with the dogs in our care