

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.

Adoption Matchmaker Responsibilities:

The Adoption Matchmaker's primary responsibility is to communicate with clients, answering questions regarding the dogs in our care and the adoption process, and assisting clients in filling out the proper paperwork when adopting a dog. This is a position that requires good communication skills, and the ability to work closely with people and dogs. Due to the efforts of these volunteers, many animals will be adopted into good and loving homes. Adoption Matchmakers may also be called upon to provide mentoring for other volunteers.

Skills and Qualifications:

- Must be at least 18 years of age
- Minimum 15 volunteer hours with the ARC (or equivalent)
- 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 interpersonal and communications skills.
- Will require sitting, standing, and bending

Required training:

- Online Volunteer Orientation & In-House Training Class
- Completion of the Fear Free Shelters Core Modules Program within the last 5 years
- Reading "Adopter's Welcome" by the Humane Society of the United States.
- Completion of readings regarding dog handling:
 - Dog Body Language and Basic Handling
 - Identifying Behaviors Objectively
 - Training Basics

- 3 hours training/shadowing regarding specifics of the adoption process, the various shots and medications all dogs receive, and other adoption-related information. This training will be done with staff and/or volunteer Adoption Matchmakers.