

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.

Lead Rescue Volunteer Responsibilities:

Lead Rescue Volunteers will work with the ARC staff, and the Outreach Coordinator, to assist in the management of the rescue program. Specific duties include familiarizing oneself with the animals actively advertised to rescues and the ARC policies and procedures of working with rescue organizations. Duties will also include composing brief informational descriptions, or "bios", of animals for presentation to rescues; communicating with specific rescues via email, phone and/or text message, regarding specific animals, and assisting in tracking the progress of these communications. Duties will also include assisting in preparing animals to be transferred to rescue organizations.

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
- Understanding of the ARC policies and procedures regarding rescue organizations and the ARC's interaction with the same
- Will require sitting with a minimal amount of standing and bending

Required training:

- Volunteer Orientation and In-House Training
- Training in the use of office equipment such as the photo copier and phone system