

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 Volunteer Responsibilities:

Lead Volunteers will work with the ARC staff, and the Outreach Coordinator, to assist in the management of the volunteer program. Specific duties include familiarizing oneself with the policies and procedures of the ARC, assisting in communicating those to volunteers through various means including being available to answer questions and conducting training classes. Lead Volunteers will also assist in organizing and managing volunteer schedules and attendance at events.

Skills and Qualifications:

- While we welcome everyone, having good communication skills is a plus.
- Leadership qualities are also 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 volunteers and volunteer interactions with the animals in our care, and the ability to successfully communicate the same to volunteers
- 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