



## Volunteer Job Descriptions

\*All positions require a current application on file and a signed Liability Waiver

**Dog Walker:** Provide walks, socialization, and clean-up for our dogs. Come get in your steps with our dogs. Walking hours are 9 am – 1 pm daily any day of the week.

**Cat and Kitten Friend:** Our felines love to be petted, held in your lap, brushed, play with toys and socialized. Come cuddle with our adorable cats and kittens. Socializing hours are between 9 am – 5 pm any day of the week.

**Puppy Pal:** Help the puppies with socialization skills (touch, new people, sights and sounds, objects and other animals). The puppies need these skills, so they can be ready for their forever homes.

**Office Greeter:** Position is during our "Open to the Public" hours on Thursday, Friday, Sunday 12 pm – 5 pm and Saturday from 10 am – 5 pm. Duties include greeting and assisting customers, answering the phone and taking messages, and other light office duties. Minimum shift is 2 ½ hours per week.

**Fundraiser:** Are you creative, an event planner or enjoy working at events as part of a team? A few events held in the past have included luncheons, raffles, car and dog washes, photos with Santa, golf tournament and a 5K. Need help in putting together ideas, organizing, getting sponsors, and putting on the events.

**Adoption Fair Assistant:** We have partnered with "PetSmart" in Hickory and "PetSense" in Lenoir to hold adoptions fairs at their stores on alternating Saturdays. Need assistance in helping our staff member watch over the animals during the adoption fairs.

**Bathing/Grooming:** Duties include bathing and grooming our animals on-site in our commercial pet tub. This may be a wet and messy job, but the animals definitely appreciate looking and feeling their best.

**Retail Store:** Someone to take donated items that we cannot use and sell them on behalf of "Friends for Animals". There is a small retail store on-site that could be managed and/or perhaps you attend events and set up a table to sell these items? You would oversee the entire process from pricing, displaying, selling, and handling the money.

**Administrative Work:** Duties include light duty office work to include making copies, using label makers, filing and completing other tasks as needed. Preferred days for this role are Monday – Wednesday 1:30 pm – 4:30 pm.

**Computer Whiz:** Different needs arise that require computer skills from creative graphics to MS Office Suite programs to using our internal software programs. Time commitment will depend on the specific project.

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**Handy Person:** Someone that can fix or build almost anything with basic tools. Are you a jack of all trades who can be our handy on-call person? Hours required depend on the specific repair or upgrade needed.

**Yard Maintenance Person:** Someone who can keep our "yard" looking good and safe for our animals and customers. Schedule is flexible.

We greatly appreciate your consideration in volunteering with us in saving the lives of our animal friends. We look forward to hearing from you!



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