

## Shelter Volunteer Descriptions



### Office Worker

We are looking for candidates who want to help with simple tasks related to office work. The volunteer will be responsible for filing documents, making photocopies, entering data into Excel and our internal database, answering phone call inquiries, etc.

*Requirements:* Must be able to work on a fixed schedule (at the same time each week), enjoy administrative work, be familiar with Microsoft Office (Word, Excel), be reliable and independent. Must be comfortable with cats and with all size and breed of dogs.

### Shelter Greeters

We are looking for dynamic candidates who want to get involved to guide our future adopters in the adoption process of dogs and cats. The volunteer will be responsible for greeting customers, explaining the different steps when adopting a pet, reviewing the adoption forms for accuracy and completeness and answering general inquiry questions.

*Requirements:* Must be able to work on a fixed schedule (at the same time each week), must enjoy working with the public, be organized and have good interpersonal skills. Must be comfortable with cats and with all size and breed of dogs.

### Animal Care

We are looking for motivated candidates who wish to get involved in daily physical tasks at our shelters; to assist our employees with animal care. The volunteer will be responsible, according to the time of day, to participate in washing the blankets, bowls and cages/litterboxes of the animals.

*Requirements:* Must be able to work on a fixed schedule (at the same time each week), be able to work independently, all volunteers must be comfortable around dogs while dog care volunteers must be comfortable with all size and breed of dogs, some knowledge/experience in interpreting and understanding cat/dog body language.

**The Nova Scotia SPCA Provincial Office**

**Toll Free:** 1 (800) 835-4798 | **Fax:** 1 (902) 835-78857

7 Scarfe Court, Dartmouth NS, B3B 1W4 | **Charitable Tax No.** 134 704 741 RR0001 | [www.novascotiaspca.ca](http://www.novascotiaspca.ca)

## **Photographer**

A picture is worth a thousand words! Our website offers a spotlight to all animals up for adoption at the SPCA. The Photographer/Profile writer volunteers are in charge of photographing and/or writing a description of each animal looking for a family. Publishing our animals' information on our website grants them greater visibility, yielding them more chances of being adopted! If you are a talented writer or photographer, come and meet our beautiful models!

*Requirements:* Having excellent writing skills, enjoys working in a team, own a digital camera.

## **Animal Transport**

We are looking for candidates who can transport animals around the province between various SPCA Shelters, Vet Hospitals and Low-Cost/High Volume Spay & Neuter Clinics. The volunteer will be responsible to bring animals from one destination to another safely and confidently. We have different types of transportation needs: short (two hours or less), medium (2 to 4 hours) and long (between 4 and 10 hours). These transports can be done with your own vehicle or a vehicle from the Nova Scotia SPCA (to be discussed). The volunteer must give his availability in advance and be reliable.

*Requirements:* Valid driver's license, good driving record, reliable and independent.

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