

HELP WANTED

Volunteers Needed Oakdale Animal Shelter

9800 Liberini Road, Oakdale, Office: 847-5625

*Do you love animals? Do you have some time during the day to help the animals?
Come to the Animal Shelter and sign up as a volunteer.*

Dog Volunteer—

Hours: *Flexible*, Weekday mornings 1 1/2-2 hours per day, Saturday mornings 2-3 hours

Job Description: Walk and exercise dogs of all sizes. Socialize and comfort dogs. Teach some basic commands such as “sit” and “down”. Bath dogs. Assist with temperament testing. Transport dogs in own vehicle to vet appointments or rescue. (traveling crates provided by shelter.) Scoop feces and/or hose down kennels. Talk to potential adopters about adoption procedures.

Skills Required: Must enjoy working as a team with officers and other volunteers. Good health and ability to walk briskly 1-2 miles a day. Some experience with dog training desirable but not required. Must be able to bend, lift and tolerate exposure to loud noises and cleaning agents, and lift 35 pounds.

Cat Volunteer

Hours: 1-2 hours per day, but AM hours are best

Job Description: Socialize and comfort the animals. Maintain cleanliness of cat housing areas. Wash dishes and litter pans, do laundry, sweep and mop. Scoop litter boxes/feed and water the cats and kittens. Transport cats/kittens in own vehicle to rescue, adoption events, or veterinary appointments. Talk to potential adopters about adoption procedures. Perform other duties as assigned by shelter staff

Skills Required: Must learn and practice safe animal handling, and enjoy working as a team with officers and other volunteers. Must be able to bend, lift and tolerate exposure to cleaning agents. Some knowledge of cat breeds and diseases helpful but not required.

Shelter Support-Office—

Hours: *Flexible—*2-3 hours, 1 or 2 days per week,

Duties: Assist with lost and found services. Assist with marketing of the animals available for adoption. Answer phone calls and emails from public. Assist with license renewals. Contact adopters as part of adoption follow-up program. Assist with special projects as needed

Skills Required: Must love animals and enjoy working as a team with officers and other volunteers. Good organizational and computer skills required. Need some knowledge of Excel and Access, and mail merge.

Shelter Support--Gardener/Groundskeeper—

Hours: *Flexible*

Job Description: Care for shrubs and plants around shelter office. Keep garden area trimmed and weed free.

Skills Required: Some gardening experience helpful.

*Applicants must be 18 years or older. Background check is required.
Applicants should have email address and internet access. Dogwalkers should have cell phone.*