

WATAUGA ANIMAL SERVICES VOLUTEER JOB DESCRIPTION
LOST AND FOUND SPECIALIST

OBJECTIVE:

- To assist staff in reuniting lost animals with their owners

RESPONSIBILITIES:

- Record information from citizens for lost or found pets
- Maintain records of all lost or found pets reported to Animal Services
- Check outside sources for lost and found pets including newspapers, internet, pet stores, vet offices, flyers, etc
- Provide information to the public
- Contact individuals that have lost or found a pet
- Greet visitors, direct visitors to appropriate kennel areas or staff members

QUALIFICATIONS:

- Positive and friendly attitude
- Good communication and listening skills
- Ability to maintain accurate records
- Minimum age of 18 years unless accompanied by a parent or guardian

TRAINING:

- Attend orientation program at the Animal Service Center
- Interview with Animal Services shelter staff
- “On-the-job” training from experienced shelter staff

COMMITMENT:

- One (1) hour per week for a minimum of four (4) weeks

SUPERVISION:

- Direct supervision by the City of Watauga Animal Service Center Staff

BENEFITS:

- Personal satisfaction and education
- Improvement in communication, public relation, and listening skills
- Wagging tails, wet noses, purrs, and doggie kisses!