

UVHS Volunteer Position Descriptions

<p><u>General Cleaning</u> Availability: 9am – 4pm, 7 days a week. Requirements: Attend orientation, train one-on-one with staff.</p>	<p>Volunteers in this position assist with laundry, dishes, cleaning floors, taking out the trash and cleaning other surfaces.</p>
<p><u>Customer Service Assistant</u> Availability: Anytime during open hours (12pm – 4pm, Tuesday – Saturday) Requirements: Attend orientation, train one-on-one with staff, have a set weekly schedule and be very reliable. Must be 16 years of age or older.</p>	<p>Help greet visitors and show them around the shelter, answer phones and assist with the food bank. Other duties include data entry, making adoption packets and copying documents. Volunteers in this role must be outgoing, friendly and courteous at all times.</p>
<p><u>Special Events & Development Projects</u> Availability: As needed. Requirements: Vary based on the event being held, but volunteer must be reliable if scheduled to help at an event. Event-specific training will be provided.</p>	<p>Special event volunteers help plan and/or participate in UVHS events. We have an annual auction, and many small events/fundraisers throughout the year. Duties may include greeting visitors, collecting information, set up and take down, and assisting with supply drives, mailings and other administrative tasks.</p>
<p><u>Donation Pick Up</u> Availability: Whenever donation sites are open. Requirements: Must be willing to travel off site using own vehicle and deliver items to UVHS.</p>	<p>Donation volunteers travel to our off site donation locations, collect donations and return them to the shelter. Volunteers also assist with putting away donated supplies.</p>
<p><u>Dog Walker/Socialization</u> Availability: Anytime between 11am – 4pm, 7 days a week. Requirements: Attend orientation, train one-on-one with staff; demonstrate ability to safely handle/walk dogs once trained. Under 18 must have adult supervision at all times, and adult must also be a trained volunteer.</p>	<p>Dog walkers take dogs out for walks and help with making sure each dog gets an ample amount of time in the play yard. Other tasks may include providing enrichment items, brushing dogs and assisting with staff-supervised play groups. Dog walkers must be physically able to handle and walk dogs safely and securely.</p>
<p><u>Cat Socialization</u> Availability: Anytime between 11am – 4pm, 7 days a week. Requirements: Attend orientation, train one-on-one with staff Under 18 must have adult supervision at all times, and adult must also be a trained volunteer.</p>	<p>Cat socializers provide important interaction with the animals by spending time with them, playing with them, and providing enrichment. Cat socializers must be calm, quiet and respectful of cats' individual needs & preferences.</p>

- *All volunteers 14-16 years of age must have a NH Youth Employment certificate & constant parent/guardian supervision. The parent/guardian must also be a trained volunteer.*
- *Volunteers under age 14 are not permitted under NH state law.*