



Board of County Commissioners
Department of Community Services
Division of Community & Recreational Programs
Animal Services Section
4030 Airport Road --- Inverness, Florida 34450
Phone: (352) 746-8400 --- Fax: (352) 726-4120 www.citruscritters.com

VOLUNTEER JOB DESCRIPTION

TITLE: Outreach Support

OBJECTIVE: Ensure as many animals as possible find permanent homes by being shown in the community at various events.

LOCATION: Varied

TIME COMMITMENT: Mostly Saturdays, 9 a.m. to 3 p.m., but other days dependent on event

AGE REQUIREMENT: 18 years old

REPORTS TO: Volunteer Coordinator

DRESS CODE: Volunteer t-shirt, name tag, closed toe shoes

RESPONSIBILITIES:

- Assist staff and/or other volunteers in presentation of animals at off-site events
- Assist in transport of animals as necessary within the Citrus County borders
- Coordinate the transfer of animals from crates to event area and back
- Familiarize yourself with individual animal temperaments and health issues
- Follow guidelines to schedule and request an animal to attend an off-site event
- Ensure animal is properly prepped for off-site event before leaving the shelter (heart worm status known, rabies shot administered, micro-chipped if adoptions allowed at event). All requests for these items must be sent via email to the volunteer coordinator by Thursday a.m. for a Saturday event.
- Sign in and out in the attendance log
- Sign animals in and out when taking them to an event via the white board in the volunteer office
- Network with approved rescue organizations
- Participate in community activities to represent animal services
- Work with potential adopters while they interact with an animal

QUALIFICATIONS:

- Good communication skills via telephone, email and person to person
- Knowledge of adoption requirements and associated fees
- High comfort level with handling animals
- Appropriate public interaction
- Sales and public relations skills
- Punctuality
- Dependability