

## Title of Role: Helping Hands

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**Purpose of Role:** Responsible for the care and cleaning in support of the health and well being of the animals at the WECHS

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### Qualifications:

- Must be over the age of 18
  - Appreciation of the importance of cleanliness in a fast-paced environment
  - Organizational skills, time management and communication
  - Able to lift 20 lbs
  - Able to follow strict instruction
  - Be able to work along with minimum supervision, once trained
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### Time Commitment:

- Minimum 1-year commitment to one, 3-hour shift per week
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### Primary Tasks/ Responsibilities:

- Cleaning of gowns, bedding, and toys of the animals
  - Cleaning of dishes in adoption, sweeping of floors, washing external cat/dog kennel windows
  - Cleaning of washrooms and visitation rooms
  - Cleans, folds, organizes and restocks bedding supply shelves and gown supply area
  - Advises if machinery needs repair, or cleaning supplies need replenishing
  - Signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
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### Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteers must complete:
    - WECHS Volunteer Application Form
    - Undergo an interview
    - When selected, complete a Criminal Record Check
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### Orientation and Training:

- General Volunteer Orientation
  - Buddy Shift(s) – hand's on training, practice and application of in-class training session
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**Dress Code:** Closed-toed shoes, long pants, seasonal shirt/sweater  
No loose jewellery  
Volunteer must wear an ID badge at all times

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**Supervision:** Shelter Managers  
Volunteer Coordinator

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**Location:** Onsite

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*Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.*