



## **Bunkhouse Assistant and Dog Walker**

### **Function:**

Bunkhouse Assistants will be responsible for helping to maintain a high quality of life for all shelter dogs. Bunkhouse Assistants walk, play, help with training on occasion, do laundry, dishes and cleaning. Bunkhouse Assistants must go through the required training in order to safely and appropriately be a part of the team that handles shelter dogs.

### **Specific Requirements:**

- Must support the mission, policies and practices of Big Dog Ranch Rescue.
- Must be able to provide accurate information to the public at all times.
- Must have the ability to deal tactfully and effectively with the public and staff.
- Must have effective communication skills.
- Have a general knowledge of all shelter programs and departments.
- Have a background in animal care and behavior (preferred but not required).
- Physically be able to walk dogs of various sizes with varying degrees of leash training

### **Skills:**

- Detailed knowledge of animal care, keeping and behavior is preferable.
- High level ability to multi-task, organize and perform detailed tasks efficiently and with accuracy.
- Ability to be diplomatic and informative.

**Qualifications:**

- Must be physically capable and comfortable to walk dogs of various sizes and breeds with varying degrees of leash training.
- Must be able to multi-task.
- Good customer service skills.
- General knowledge of animal care and keeping is preferred.

**Expectations:**

- Expect to adhere to an agreed upon weekly schedule
- Contact Supervisor if he/she cannot fulfill said schedule or will be late.
- Agree to work one- two (4) hour shifts per week (Monday – Sunday).
- Maintain a positive attitude on campus.
- Build towards effective working relationships with Bunkhouse Staff members.

**Training Curriculum:**

- Volunteer orientation and interview with Volunteer Manager.
- Complete Canine Education training.
- Knowledge of various walking equipment, provided by staff trainer.

**Training Schedule:**

- Training schedule maintained by Volunteer Manager/ Staff Trainer.
  - Communication maintained by Lead Employee/Volunteer Manager/Shelter manager.
- Bunkhouse Assistants play a vital role in the health and behavior of our shelter dogs. The perfect candidate must be confident in their animal handling skills and adhere to all policies and procedures set forth by The Ranch.

Effective 1/2019

Approved CK

**“Big and small, we save them all!!”**