



## **Puppy Cabin Assistant**

### **Function:**

Puppy Cabin Volunteers will be responsible for helping to care for the mothers and puppies while in PuppyLand. Puppy cabin assistants assist in feeding, cleaning and general care of puppies, do laundry, dishes and cleaning. Puppy cabin assistant must go through the required training in order to safely and appropriately be a part of the team that handle the puppies. Puppy cabin assistants must be able to follow assigned health protocols required by the team leads.

### **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.
- 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 a minimum of one (4) hour shifts per week (Monday – Sunday).
- Maintain a positive attitude on and off campus.
- Build towards effective working relationships with Kennel Staff members.
- Puppy Cabin Assistants must be able to adhere to strict cleaning, dressing and handling protocols.

**Training Curriculum:**

- Volunteer orientation and interview with Volunteer Manager and shadow a puppy cabin lead for one complete shift.

Effective 1/2019  
Approved CK

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