



Hawaiian Humane Society

People for animals. Animals for people.

ADMISSIONS VOLUNTEER

Value of this Position: Help customers with a variety of services including feral cat trap loans, admitting strays or family pets for re-homing, requests for euthanasia. Greet customers and advise as to next steps. Scan for microchips, weigh, take pictures, and collar. Transfer animals to cages or runs. Maintain a clean and safe environment by sweeping, mopping, and putting donations away and cleaning surgery kennels. Organize and replenish forms and foster supply closet. Assist vet staff with PACT animals.

Time Commitment: At least one shift per week for a minimum of six months

Expected Time on Day of Activity: Shifts: AM 10am-1:30pm; PM 1:30pm- 5pm

Supervision: Report to Kate Linton, Admissions Supervisor

Prerequisites/Necessary Skills:

1. Must be over 18 years of age
2. Completion of General Volunteer Orientation
3. Completion of Animal Handling Training
4. Completion of Adoptions Volunteer Training
5. Able to maintain professionalism, composure and compassion in emotionally charged situations
6. Must have no limitations to prevent handling or working with all animals
7. Able to perform physically rigorous work, stand all shift, and lift 50 pounds