**TITLE: EMERGENCY PET SHELTER – LEVEL 1 VOLUNTEER**

**Direct Supervisor: Intake/Registration, Dog, Cat or Communication/Safety Team Leader**

**Mission: Work with assigned Team Leader to provide Emergency Pet Shelter services as directed, for the safety and security of the Animal Owner and their pet(s)**

**Qualifications: Satisfactory Completion of MRC/SMART *Emergency Pet Sheltering for Volunteers: Level 1 Training***

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| **POSITION RESPONSIBILITES** |
| **Initial Actions**   * Enact personal/family/pet emergency plan prior to arriving at Shelter * SIGN-IN to Shelter, put on valid ID badge, receive vest and shift assignment * Follow emergency ICS structure of reporting * Attend overall staff briefing * Receive assignment-specific briefing from your supervisor * Familiarize self with shelter (if Co-located both Human and Pet) layout/process/equipment * Familiarize self with Shelter (Human and Pet) Rules |
| **Primary Responsibilities**   * SIGN-IN and SIGN-OUT FOR each SHIFT * Assistance with initial inventory of equipment & supplies * Assist as directed in mobilization of Pet Shelter, i.e., clearing areas, crate set-up etc.   ***Registration/Intake:***   * Greet Animal Owners/Pets as they arrive and answer questions about the Pet Shelter * Work with Animal Owners to document track and provide for animal needs and safety * Work with Animal Owners to follow the Human/Pet Shelter rules for the safety of Animals Owners and their pet(s)   Assist Animal Owners with the Registration/Intake process., i.e., completion:   |  |  | | --- | --- | | * Animal Daily Care Form * Shelter Rules Owner/Pet * Shelter Agreement Form | * Identification Process: * Photograph, banding   NO ANIMAL CONTACT |   ***Escort/Runner/Communication/Safety***   * Assist/Escort Owners w/Pet belongings and equipment to designated area(s) NO Animal Contact * Provide directions and information as required * Assist Owners in adhering to Pet Shelter Rules, i.e., visitation, feeding walking times, etc. * Utilize communication devices as directed, e.g., liaison between supervisors, Human shelter and Pet shelter * Assist Team leaders as directed: NO Animal Contact * Run errands, distribute materials follow directions for other needs as directed |
| **Post Emergency**   * Sign-out Owners/Pets: Assist in completion of Exit Form * Assist/Escort Owners w/Pet demobilization of belongings and equipment NO Animal Contact * Demobilization/Clean-up of Pet Shelter area, equipment & supplies * Final Inventory * Participate in Shift de-briefing * SIGN-OUT – return Vest and any equipment provided |