**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
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| **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:

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| * 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
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| **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
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