**TITLE: EMERGENCY PET SHELTER – LEVEL 2 VOLUNTEER**

**Direct Supervisor: 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 and Level 2 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 * Assist as directed in mobilization of Pet Shelter, i.e., clearing areas, crate set-up etc. * Assist with set-up of supply storage and food preparation area * Ensure the safe and efficient transition(s) of owners and their pets in the shelter environment * May be asked to perform/assist with all Level 1 Volunteer responsibilities   ***Registration/Intake:***   * Ensure that all Pet Registration forms have been completed * Ensure that every animal is tagged, labeled and photographed * Offer pet water if appropriate * Assist Owners in settling their animal(s) into the shelter environment * Ask pet owners for leashes, cages, food, medication, toys, etc., * Label pet food and supplies and store near pet (or as directed)   ***Shelter Operations:***   * NOT Responsible for Medication Management * NOT expected to help care for dangerous or sick animals * Assist Owners in Caring for Their Animals   \*Animal Shelter Staff ASSIST pet owners in caring for their own animals   * Responsible for animal care including, water, food, exercise and sanitation * Responsible for maintaining Animal Daily Care Forms – Care\* section * Monitor and report behavioral, health concerns to supervisor * Responsible for maintaining storage supplies area |
| **Post Emergency**   * Assist/Escort Owners w/Pet demobilization of belongings and equipment * Demobilization/Clean-up of Pet Shelter area, equipment & supplies * Final Inventory * Participate in Shift de-briefing * SIGN-OUT – return vest and any equipment provided |