**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
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| **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
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| **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
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