



ANIMAL SERVICES VOLUNTEER JOB DESCRIPTION

Job Title:	Lost and Found Pet Advocate
Location:	Administrative Office and Kennels
Work Hours:	1+ Hour shifts, Monday – Friday between 10am and 4pm

Job Duties:

Familiarize self with impounded animals, distinguishing characteristics, and location found.

Attempt to match impounded animals with Lost reports and contact possible owners.

Research Lost and Found reports to identify possible matches and bring them together.

Research microchips and tags on stray dogs and attempt to contact possible owners.

Document work performed in writing and in computer system.

Post ads for lost and found pets where resources are available.

Skill-Set Requirements:

- Basic knowledge of common animal breeds and descriptions
- Ability to communicate professionally via telephone and in writing
- Ability to document work performed in detail
- Ability to navigate the Internet and upload/post ads for lost and found pets
- Ability to quickly and easily learn new software and document work performed
- Ability to use a map for determining geographic proximity of lost and found reports

Requirements (special clothing boots, tools, gloves, etc.):

- Casual clothing
- Closed-toed shoes