



CITY OF NORCO VOLUNTEER OPPORTUNITY

DEPT. OF PARKS, RECREATION & COMMUNITY SERVICES

Animal Shelter-Volunteer

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of typical duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed.

TYPICAL DUTIES:

Under general supervision, performs a variety of tasks. Answers multi-line telephone system; directs visitors. Takes, routes, files and coordinates extensive follow-up correspondence, memoranda, and reports. Performs typing and filing duties. Performs photocopy work. Operates varied office equipment including personal computer. Checks and reviews a variety of forms for conformance with established regulations and procedures. Deals courteously and effectively with the public and individuals on a case-by-case basis. Walk and wash dog, wash cats, clean kennels, feed animal and various other duties as assigned.

POSITION REQUIREMENTS:

Must be 16 years of age or older. Volunteers under the age of 16 MUST be accompanied by a parent or legal guardian at all times. Understand and be proficient at operating Microsoft Office. Understand and operate standard office equipment (personal computer and cash register). Must be able to shift focus rapidly to address organizational needs without losing track of ongoing or pre-empted duties and responsibilities. Communicate effectively orally and in writing. Good customer service skills. Prompt and regular attendance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Requires vision (which may be corrected) to read small print. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires mobility to stand, stoop, reach, and bend. Sit for long periods while typing and using a computer. Performs lifting, pushing and/or pulling which does not exceed 25 lbs. such as files, stacks of paper, reference and other materials as well as live animals. Requires the ability to move from place to place with in the office and to reach for items above and below desk level.

Work environment is in an Animal Shelter. May come in contact with wild, injured, or sick animals. May be exposed to blood borne pathogens.

QUALIFICATIONS:

At least 16 years of age at the time of applying. One year of animal care experience or clerical and customer service experience including receptionist and filing responsibilities. Ability to use office machines such as fax, photocopier, phone, cash register and computer. Experience (paid/volunteer) at an Animal Shelter or equivalent a plus.

APPLY TO:

Volunteer applications can be downloaded from the City's web site at:

http://www.norco.ca.us/depts/parks_recreation_n_community_services/city_of_norco_volunteer_program.asp

BACKGROUND CHECK:

All volunteers are subject to a background investigation if working with youth, seniors or city property. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following (1) fingerprinting and Department of Justice criminal background check and (2) confirmation of necessary licenses, certificates, and/or diploma/degrees.

The provisions of this bulletin does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.