



# Valley Humane Society Volunteer Job Description

## Dog Adoption Handler

### **Major Objective**

Assist with the organization and coordination of dog adoptions at VHS, “handle” the dogs

### **Responsibilities**

Supervise the dogs at VHS to make sure they are comfortable and well represented  
Provide bathroom breaks, treats, and doggie playtime  
Assist in providing comprehensive adoption counseling to customers  
Assist in placing VHS animals in the best possible homes

### **Qualifications**

A friendly and positive attitude  
Professional appearance and common courtesy habits  
Good judgment and decision making skills  
Ability to perform many tasks at once  
Ability to transport equipment and/or animals to VHS  
Minimum of 18 years of age  
Ability to lift 30 pounds  
A dedication to the Valley Humane Society mission

### **Training**

Attend VHS volunteer orientation  
Supervised on-the-job training with a staff member

### **Time and Place**

Dog adoptions generally occur on the Saturdays, from 11AM to 2PM

### **Commitment**

One four-hour adoption event per month  
Minimum 6 month commitment

### **Supervisors**

Program Director & Adoption Manager

### **Benefits**

Personal satisfaction and education  
Improvement in animal handling skills