Volunteer Position Description
Operations Department

Title:
Habitat Care Team Member

Major Objective:
To support the wellness and health of animal residents through preventative measures such as cleaning, identifying and removing potential hazards, and doing a visual health inspection of the animal enclosure and group's behavior.

Responsibilities:
1. To maintain animal enclosures, ensuring that the residents' are consistently provided with a clean, safe, and sanitary environment.
2. Logs hours, notes, and observations in the Habitat Care Team Checklist binder.
3. Communicates all animal health/behavioral related concerns to the Director of Animal Care.
4. Actively communicates schedule/schedule changes with the Volunteer Coordinator.
5. Attends the virtual quarterly refresher training.
6. Regularly checks and responds to all incoming emails, calls, texts, and Slack messages within 72 hours (except during time off or extenuating circumstances). Urgent matters are addressed immediately, generally within 24 hours.

Qualifications:
● 18 years of age or older
● Minimum high school education or equivalent (e.g., GED)
● Basic computer competency (e.g., Excel, Word, etc.)
● Excellent communication, organization, and cleaning skills
● Must be a team player
● Animal experience (1-2 years preferred)
● Volunteer experience with Aloha Animal Sanctuary (preferred)

Training:
● General Volunteer Orientation
● Animal Safety Training
● Habitat Care Team training

Time and Place:
On-site work at the Aloha Animal Sanctuary property.
Commitment:
- Overall time commitment: Minimum of 6 months
- Required to stay at the Sanctuary for a minimum of 1.5 hours in weekly shift in order to monitor/observe animal health and behavior
- All scheduling conflicts must be appropriately communicated with the Volunteer Coordinator.
  - For scheduling conflicts 1 week or more away, email volunteer@alohasanctuary.org
  - For scheduling conflicts in less than 1 week or within 24 hours, text the Volunteer Coordinator

Supervision:
Direct supervision by Habitat Care Team Manager; indirect supervision by Director of Animal Care and Executive Director

Benefits:
1. Gain experience working with animals.
2. Create relationships with like-minded individuals through partnership in the sanctuary community.
3. Spending time with our furry and feathered residents.
4. Appreciation events and activities throughout the year.
5. Discount on Aloha Animal Sanctuary merchandise.