Volunteer Position Description
Animal Care Department

Title:
Hoof Caregiver

Major Objective:
To support the health and wellbeing of residents by providing attentive, specialized hoof care through weekly examinations, record-taking, maintenance, and treatment of all hoof-related issues.

Responsibilities:
1. Perform a weekly hoof-health assessment for the assigned residents.
2. Provide weekly updates in the Hoof Care Slack group, notating and recording any observations, updates, and outcomes.
3. Administer medications and wound care as-needed.
4. 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.

Collaborates With:
- Animal Health Manager
- Director of Animal Care
- Sanctuary Directors and Leadership

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 and organizational skills
- Must be a team player
- Animal care experience (1-2 years preferred)
- Experience in veterinary medicine (1-2 years preferred)
- Volunteer experience with Aloha Animal Sanctuary (preferred)

Training:
- General Volunteer Orientation
- Animal Safety Training
- Hoof Care Trainings

Time and Place:
Virtual and on-site work at the Aloha Animal Sanctuary property. Primarily on-site with some virtual work. Flexible schedule, ensuring all role needs are met.

**Commitment:**
- Overall time commitment: 6-8 hours per month
  - Approximately 1.5 hours of role work every week

**Supervision:**
Direct supervision by Director of Animal Care and Animal Health Manager; indirect supervision by Sanctuary and Board Directors.

**Benefits:**
1. Gain experience with large animal hoof care.
2. Great opportunity to develop your resume.
3. Create relationships with like-minded individuals through partnership in the sanctuary community.
4. Spending time with our furry and feathered residents.
5. Appreciation events and activities throughout the year.
6. Discount on Aloha Animal Sanctuary merchandise.