Volunteer Position Description
Animal Care Department

Title:
Animal Caretaker

Major Objective:
To care for the Sanctuary residents through supporting their basic needs including feedings, providing fresh water, and maintaining a clean environment.

Responsibilities:
1. Feeds all animals and refills water bowls.
2. Maintains a clean environment for residents.
3. Provides valuable insight of unusual/concerning animal behavior during shift.
4. Communicates all animal health/behavioral related concerns to the Director of Animal Care.
5. Actively communicates schedule/schedule changes with the Volunteer Coordinator.
6. Attends the virtual quarterly refresher training.
7. Logs hours, notes, and observations in the Caretaker Checklist binder.
8. Regularly checks caretaker update emails, responds as applicable.

Qualifications:
● 18 years of age or older, unless accompanied by an adult 18 years of age or older
● Excellent communication and organizational skills
● Must be a team player

Training:
● General Volunteer Orientation
● Animal Safety Training
● Animal Caretaker Trainings

Time and Place:
On-site work at the Aloha Animal Sanctuary property.

Requirements/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
- AM Caretakers must arrive between 6am-9am for their shift
- PM Caretakers must arrive between 3pm-6pm.
- 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 Director of Animal Care and Volunteer Coordinator; indirect supervision by Sanctuary and Board Directors.

**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.
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.
Volunteer Position Description
TLC Caretaker

Title:
TLC Caretaker

Major Objective:
To offer supplementation, support, and enrichment to the special-needs residents and the evolving needs of the rescued residents.

Responsibilities:
1. Provide physical therapy, enrichment, supplementation, and support to the residents, with a focus on special-needs animals.
2. Administer medications and wound care as-needed.
3. 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, unless accompanied by an adult 18 years of age or older
● Excellent communication and organizational skills
● Must be a team player

Training:
● General Volunteer Orientation
● Animal Safety Training
● TLC Caretaker Trainings

Time and Place:
● On-site work at the Aloha Animal Sanctuary property.
● TLC caretakers must arrive between the hours of 6am-10am for their weekly shift.

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 Director of Animal Care; indirect supervision by Sanctuary and Board Directors.

**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.