Volunteer Position Description
Animal Care Department

Title:
Animal Resource Assistant Volunteer

Major Objective:
To organize efficient distribution of resources to the animal residents, supporting their nutritional needs and limiting food waste from Sanctuary operations.

Responsibilities:
1. Submit a weekly inventory of animal feed to Kia.
2. Maintain and organize effective feed storage.
3. Refill and mix animal food containers.
4. Cleaning aviary food shed to prevent insects, rodents, and support the overall health of the residents.
5. 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)
● Experience managing inventory (1-2 years preferred)
● Volunteer experience with Aloha Animal Sanctuary (preferred)

Training:
● General Volunteer Orientation
● Animal Safety Training
● Feed Inventory 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: Minimum of 6 months
• Required to stay at the Sanctuary for a minimum of 1 hour weekly shift in order to adequately maintain effective food storage.
• All scheduling conflicts must be appropriately communicated with the Volunteer Coordinator.
  - For scheduling conflicts 1 week or more away, email kia@alohasanctuary.org
  - For scheduling conflicts in less than 1 week or within 24 hours, text the Feed Resource Coordinator

Supervision:
Direct supervision by Feed Resource Coordinator and Director of Animal Care; indirect supervision by Sanctuary and Board Directors.

Benefits:
1. Gain experience working with animals, maintaining inventory, and working within a team.
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.