



County of Sonoma
Volunteer Program



Human Resources Department
Training Division
575 Administration Dr., Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079

JOB DESCRIPTION

Office Use Only Dept. Code: 7040pp	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: 5/24/93 Updated: 6/28/07
Job Title: Pet Pals	Number of Positions: 10	
Department: Agricultural Commissioner	Division: Animal Care & Control	
Program: Animal Shelter	Address of Position: 1247 Century Ct., SR 95403	
PURPOSE		
Brief description of department or division/program: The Animal Shelter has many dogs and cats that enjoy human contact such as bathing, grooming, and walking. Volunteers are needed to socialize these animals and make them more desirable for adoption.		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: Socializing dogs and cats includes: walking, bathing, and grooming dogs; playing with and grooming cats.		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: Need to be able to work with minimal supervision, but be able to accept direction and guidance from the staff. Must enjoy working with dogs and cats. Basic dog training and animal handling skills useful, but not necessary. Will train.		
TIME COMMITMENT		
Number of hours per week: Min. 4 hrs.		
Set required schedule: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, list hours/days per week:		
Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion:		
Minimum length of commitment needed from volunteer:		

BENEFITS TO VOLUNTEER

Specific training and/or experience the worker will receive: Basic dog and cat handling and temperament testing. Simple bathing and grooming tips.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes: Dress should be very casual, i.e. coveralls, rubber boots or tennis shoes
- Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file:
- Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file:
- Physical Requirements:
- Other: Should be sixteen years or older

Will worker be driving a County car? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker operate any other machinery? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so, what?
Supervisor's Name: Greg Mortenson	Phone: 565-7116
	Voice Mail:
Supervisor's Title: Volunteer Coordinator	Email:
	Fax: 565-7112

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES [] NO []	
[] Reviewed and Approved	Comments:
[] Denied	Reason:
Risk Management Signature: Orig. signed 11/30/89	Date of Signature: