



Board of County Commissioners
Department of Community Services
Division of Community & Recreational Programs
Animal Services Section
4030 Airport Road
Inverness, Florida 34450
Phone: (352) 726-7660
Fax: (352) 726-4120

Job Description Title: Front Office Special Needs Pets

Location: Administrative Office

Shift Time(s): All Shifts

Minimum Age Requirement: 16

Description:

- Priority is to walk each dog in the office kennel room first to allow them to relieve themselves. Volunteer should wear rubber gloves found on bookcase, and use plastic sleeves found on the bookshelf to pick up dog soil (tie off and place in covered green garbage can). Bring the dog back in to temporarily run loose in the front office, while volunteer quickly cleans kennel, removing paper and any waste, food, etc. and place in covered green garbage can. Spray kennel with Odor Ban in spray bottle, wipe down kennel, replace newspapers and fresh bedding found on bookshelf near the door. Give clean bowls with water and dry food (unless indicated otherwise on the history sheet), and kennel the dog for the time being. (It is not advisable to let too many dogs out simultaneously. Coordinate your efforts with other volunteers.
- Document time of feeding and/or walk on history sheet on top of kennel.
- Go quickly to next animal.
- Once all animals are relieved fed and crates are cleaned, social time with the animals would then be appropriate.

Skill-Set Requirements: Flexible in emotional nature and physical aptitude
Willingness to get dirty
Sense of urgency

Requirements (special clothing boots, tools, gloves, etc.):
Casual clothing, close-toed shoes

How to apply: All applicants must complete and submit an application for approval by the Nature Coast Volunteer Center prior to starting volunteer work.