



PROVIDENCE
ANIMAL RESCUE LEAGUE

Shelter Assistant

Objectives: Assist our Shelter Staff in general daily duties such as laundry, photocopying, filing, data entry, sweeping/mopping, restocking and organizing.

Supervisor: 1) Shelter Manager
2) Area Coordinator

Days & Hours Needed:

- Shifts are available 7 days a week from 12:00 pm – 2:00 pm and 2:00 pm – 4:00 pm.

Qualifications & Special Skills Required:

- Willingness to clean up and work around animal waste
- Must be able to squat and bend
- Must be able to work safely and respectfully around animals
- Must enjoy organizing
- Must be able to follow sanitation and safety protocols
- Must maintain a positive relationship with all clients and staff
- Must be able to work independently and take initiative once trained

Responsibilities:

- Laundry (washing, drying, folding, sorting)
- Restock / Organize storage areas
- Sweep / mop areas as needed
- Take out trash / recycling
- Assist with office duties such as data entry, filing, photocopying
- Ensure overall cleanliness of facility

Required Training:

- Volunteer Orientation
- One-on-One Area Training (i.e. Laundry, office tasks, etc)
- Laundry Protocols