



# VOLUNTEER SERVICE DESCRIPTION



<b>Title</b>	Farmington Regional Animal Shelter Multiple-Animal Transport Volunteer
<b>Pay Class</b>	Volunteer – Unpaid
<b>Commitment</b>	Minimum 6 transport assignments per year
<b>Number of positions</b>	Unlimited

<b>Department/Division</b>	<u>PRCA/FRAS</u>	<b>Latest Review Date</b>	<u>Until filled</u>
<b>Personnel Review</b>	<u>T. Swenk</u>	<b>Department Review</b>	<u>Samantha Embry</u>

## **Job Duties:**

Essential Duties: Reports to and works under the supervision of the Volunteer Coordinator or Community Programs Coordinator or designee.

- Drives Farmington Regional Animal Shelter fleet vehicle to transport multiple animals at one time to or from various locations; Colorado, Utah, and throughout New Mexico.
- Works with animals of varying sizes, temperaments and needs.
- Checks email regularly to accept driving assignments.
- Complies with Farmington Regional Animal Shelter driving protocol.
- Complies with all policies, procedures and training requirements.
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation and training.
- At least 21 years of age.
- Valid New Mexico Driver's License, insurable driving record, and proof of liability insurance.
- Experience driving full-size van preferred.
- Confidence with animal handling.



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- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public.
- Ability to listen and understand questions and provide accurate information.
- Ability to perform assignments with little supervision.
- Ability to follow verbal and/or written instructions.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer may occasionally lift and/or move up to 25 pounds. The volunteer may occasionally lift cages requiring up to 25 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment:**

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

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**We are an Equal Opportunity Employer, M/F.**