



Salem Campus Volunteer Role Description

Name of Requesting Department, Group, Individual:

Animal Care Department

Name of the Volunteer Position:

Back-of-House Helper

Main Objectives of Volunteer Position:

- Back-of-House Helpers support the Animal Care Team by completing essential behind-the-scenes tasks that keep our shelter clean, organized, and running smoothly. Their work directly contributes to maintaining a safe, healthy, and low-stress environment for the animals in our care.

Position Duties:

- Complete daily laundry, including washing, drying, folding, and restocking clean bedding and towels.
- Wash and sanitize dishes, litter boxes, toys, and other supplies.
- Restock supplies in designated areas to ensure staff and volunteers have what they need.
- Clean and sanitize cat/dog crates used for transport.
- Follow all safety and sanitation protocols outlined by Animal Care.

Required Skills:

- Ability to follow written and verbal instructions.
- Comfort working in a fast-paced, task-focused environment.
- Strong attention to cleanliness and safety.
- Ability to work independently once trained.
- A positive, teamwork-oriented attitude.

Training Requirements/Prerequisites:

- Completion of the Back-of-House Helper Training Checklist, including all required “How-To” task videos.
- No previous experience required.

Working Conditions/Physical Requirements:

- Ability to stand, bend, and lift up to 20 pounds.
- Exposure to cleaning agents and wet/soiled laundry.
- Working in warm, humid, or noisy environments at times.
- Use of personal protective equipment as required.

Commitment (Dates/Times):

- Shifts available every day from 12-2pm and 2-4pm.