



Shelter Care Assistant

Purpose: Volunteers assist with essential daily tasks to keep the shelter clean and organized, to support staff, and to improve the ultimate well-being of all animals in our care.

Location: This role is available at our Dublin **OR** Oakland shelter. Parking is available on-site at both locations.

- Oakland Shelter: 8323 Baldwin Street, Oakland
- Dublin Shelter: 4651 Gleason Drive, Dublin

Key Responsibilities:

- Laundry
- Sweeping and mopping
- Wiping down windows
- Cleaning and sanitizing dishes
- Dusting ledges
- Sanitizing tools and animal carriers
- Preparing enrichment items for cats and dogs
- Special projects as assigned by Animal Care Associate Lead or Volunteer Services Department

Time Commitment:

- A two-hour weekly shift; shifts are available between the hours of 10am – 3pm; Monday – Sunday.
- We ask each volunteer to make a six-month minimum commitment, but we hope you stay longer!

Training & Support:

- One-on-one training is provided by shelter staff during your first shift.
- During the shelter care shift you will become familiar with working in a shelter environment and learn our safety and disease prevention protocols.
- The Volunteer Services Manager is available for questions and assistance.

Requirements & Qualifications:

- Must attend the East Bay SPCA's New Volunteer Orientation.
- Commit to a regular weekly shift.
- Volunteers ages 18+ may volunteer on their own.
- Young adults ages 16 or 17 may volunteer on their own after signed permission by their parent or guardian.
- Children 10-15 years old may volunteer with a trained parent or guardian.
- The Shelter Care role is a physical shift. It involves cleaning, bending, and light lifting. Please note in your application if you are unable to perform these duties and we will explore alternative options with you.
- Computer, email, and internet access. You will have access to an online account to manage your schedule. We also communicate shelter schedule changes, training opportunities, and policy updates through email.
- Wear a volunteer apron and nametag during your shift. Aprons are \$15.
- Animal interaction or socializing is not permitted on this shift. You must attend an animal care training shift before you are eligible to work directly with animals.