



County of Sonoma
Volunteer Program



Human Resources Department
Training Division
575 Administration Dr. Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079

JOB DESCRIPTION

Office Use Only Dept. Code: 7040lf	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: 4/1/99 Updated: 6/28/07
Job Title: Lost & Found Counselors	Number of Positions: 10	
Department: Agricultural Commissioner	Division: Animal Care & Control	
Program: Animal Shelter	Address of Position: 1247 Century Ct., SR 95403	
PURPOSE		
Brief description of department or division/program: The Animal Shelter offers a lost and found service to reunite lost animals with their worried owners. Volunteers are essential in maintaining current files on animals reported lost and matching those descriptions to shelter animals.		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: Preparation and update of inventory records of lost animals. Coordinate resources for connecting missing animals to their owners. Maintain contact with shelter animals for easy identification. Phone owners with information and updates regarding their pet.		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: Familiarity with different dog and cat breeds is helpful. A pleasant phone manner, attention to detail, and a sympathetic attitude are also useful.		
TIME COMMITMENT		
Number of hours per week: Min. 4 hrs.		
Set required schedule: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, list hours/days per week:		
Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion:		
Minimum length of commitment needed from volunteer:		

BENEFITS TO VOLUNTEER

Specific training and/or experience the volunteer will receive: Explanation of lost/found filing system. Explanation of resources available to pet owners who are looking for their pet. Information on basic shelter procedures.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes:
- Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file:
- Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file:
- Physical Requirements:
- Other:

Will worker be driving a County car? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker operate any other machinery? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so, what?
Supervisor's Name: Greg Mortenson	Phone: 565-7116
	Voice Mail:
Supervisor's Title: Volunteer Coordinator	Email:
	Fax: 565-7112

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES [] NO []	
[] Reviewed and Approved	Comments:
[] Denied	Reason:
Risk Management Signature: Orig. signed 11/30/89	Date of Signature: