



Calgary Humane Society

APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: FOSTER SUPPLY ASSISTANT

Help the Calgary Humane Society’s Foster Department in their mission to provide ongoing support to foster animals in need. Over 1000 animals per year are placed in foster homes where they are given patient and loving care while they are waiting to be adopted. The Foster Supply Assistant volunteers are vital to ensure the items needed by each fostered animal are ready and available for pickup in an organized and timely manner.

Commitment

For most roles, you will be asked to commit to a minimum of six months of service with a weekly commitment of two to three hours.

Tuesday, Wednesday, Thursday, Friday shifts: 5:00 pm – 6:30 pm

Saturday, Sunday, Monday shifts: 2:30 pm – 4:30 pm

Responsibilities

- Working independently to assess, determine and execute needs of the storage room and Foster Office.
- Assembling care packages for scheduled foster pick-ups.
- Collecting and transporting items from storage to restock Foster department office.
- Maintaining organized, efficient shelves for other volunteers and staff access.
- Packaging, labelling and discarding food supplies to ensure rotation while meeting sanitary and safety standards.
- Cleaning and sanitizing soiled items such as food bins, dishes, litter boxes, crates, linens, toys, etc.
- Transporting large items such as crates, baby gates and x-pens to storage room when impeding accessibility or safety.
- Cleaning duties as assigned
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage



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Training

Training is mandatory and will be provided by CHS free of charge

- In-Person training with Foster Team (**Required**)
- Canine Body Language (Optional)
- Feline Body Language (Optional)
- How Animals Learn (Optional)
- Rabbits 101 (Optional)
- Safe Lifting (**Required**)

Requirements

- Must be 16 years or older.
- Attend an interview
- Previous animal experience and knowledge is considered an asset
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Capable of lifting up to 50 lbs.
- Good organizational and time management skills are preferred.
- Performing repetitive motions of reaching, squatting, kneeling, bending, pulling etc.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[CLICK HERE TO APPLY](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Only candidates selected to participate in an interview will be contacted.
