



Volunteer Position: **Volunteer Coordinator Assistant**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking a Volunteer Coordinator to assist our Shelter Coordinator in recruiting, interviewing, selecting, training and monitoring our volunteers. We rely on volunteers for a variety of tasks; direct dog care, dog transportation, general administration, grant procurement and marketing/fundraising.

Hours:

Average 3-5 hours per week. Note: initial set-up and training may require additional hours. Work can primarily be done remote, but some time will be required on site in Cashmere.

Duties:

- Review volunteer and foster applications and make initial contact with interested parties
- Assist staff and Volunteer/Foster Coordinator in introducing new volunteers to Okandogs and training them
- Assist Shelter Coordinator with volunteer scheduling as needed
- Provide support to volunteers by assisting with addressing their needs and providing direction and positive reinforcement

Qualifications and Experience:

- Excellent interpersonal and verbal skills
- Experience with volunteer support and management desired
- Ability to work within a team and foster teamwork
- Self-motivated; able to take initiative on projects
- Organized and resourceful
- Basic computer and Word skills

Benefits:

- Help sustain the health and well being of abandoned, stray and injured dogs
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

Fill out the Volunteer Information form, found at <https://okandogs.com/volunteer/>. Someone will get back with you shortly. Thank you for your interest in volunteering!

Volunteer Position: **Event Coordinator**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking an Event Coordinator to assist our Shelter Coordinator in recruiting, and training our event volunteers.

Hours:

Average about 10-12 hours per quarter, depending on the number and size of events planned annually.. Note: initial set-up and training may require additional hours. Work can primarily be done remote, but some time will be required on site in Cashmere.

Duties:

- Contact volunteer applicants interested in events and add them to the event roster.
- Assist staff and Shelter Coordinator in introducing new volunteers to Okandogs and training them.
- Keep inventory of event supplies and items available for purchase and monitor. Notify Shelter Coordinator if something needs to be ordered.
- Assist Shelter Coordinator in event planning and work with community and supporters on defining and preparing events and event space.
- Organize event and participate in set-up and take-down as needed.
- Provide support to event volunteers by assisting with addressing their needs and providing direction and positive reinforcement..

Qualifications and Experience:

- Excellent interpersonal and verbal skills
- Experience with volunteer support and management desired
- Ability to work within a team and foster teamwork
- Self-motivated; able to take initiative on projects
- Organized and resourceful
- Basic computer and Word skills

Benefits:

- Help sustain the health and well being of abandoned, stray and injured dogs
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

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Volunteer Position: **Dog Walker and Playfield Attendant**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking volunteers to walk dogs during specific shifts and after staff training, attend groups of dogs in our playfield, if desired

Hours:

Average 2-3 hours per week/shift. Volunteer can schedule multiple shifts per week, but one shift is required. Work is done on-site at our Cashmere location.

Available Shifts (some flexibility in schedule and additional time per shift as desired):

- Morning Shift: 7am-10am
- Noon Shift: 1pm-3pm
- Evening Shift: 4:30-6:30

Duties:

- Train with staff regarding which dogs are walkable and always check in before taking a dog out of the kennel
- Let staff know if you have any difficulties walking a dog and report anything unusual about the dog's health or behavior

Qualifications and Experience:

- Dependable (our staff and dogs rely on your showing up for your shift)
- Experience working with dogs
- Ability to read dog body language and respond appropriately

Benefits:

- Satisfaction from helping the dogs in our care get exercise and mental stimulation
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

Fill out the Volunteer Information form, found at <https://okandogs.com/volunteer/>.

Someone will get back with you shortly. Thank you for your interest in volunteering!

Volunteer Position: **Puppy and Shy Dog Socialization**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking volunteers to help socialize our puppies.

Hours:

Average 2 hours per week/shift. Volunteer can schedule multiple shifts per week, but one shift is required. Work is done on-site at our Cashmere location. Shift times are flexible, but would prefer if volunteers select a “regular” day and time.

Duties:

- Cleaning: puppies are messy! Volunteer may need to clean kennel area and/or bathe puppies before handling. Train with staff on what procedures and products work best
- Let staff know if you have any difficulties with a specific puppy and report anything unusual about the dog's health or behavior. Note: puppies that have not had required vaccinations are not allowed to go outside or engage with other litters. Check with staff before handling
- Gently teach puppies about tolerating collars, harnesses and leashes
- If working with shy or shut down dogs, follow socialization protocols

Qualifications and Experience:

- Dependable (our staff and dogs rely on your showing up for your shift)
- Experience working with dogs preferred

Benefits:

- Satisfaction from helping our puppies and shy dogs become more adoptable through socialization
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

Fill out the Volunteer Information form, found at <https://okandogs.com/volunteer/>. Someone will get back with you shortly. Thank you for your interest in volunteering!

Volunteer Position: **Adoption Assistant**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking a couple of volunteer Adoption Assistants to work with our Adoption Coordinator during busy adoption days.

Hours:

Average 3-4 hours per week/shift. Work is done on-site at our Cashmere location.

Available Shifts (some flexibility in schedule depending on number of scheduled “meet and greets”):

- Friday: 12pm-3pm
- Saturday: 11:30-3:30
- Sunday: 12pm-3pm

Duties:

- Prepare adoption folders with the appropriate forms as needed
- If needed, clean/bathe puppies before showing and keep general lobby area clean and presentable for the adopters
- Assist Adoption Coordinator with getting dogs/puppies in and out of kennels or playpens for potential adopter meet and greets
- Check adoption paperwork for completeness and make copies as needed

Qualifications and Experience:

- Dependable (our staff and dogs rely on your showing up for your shift)
- Good communication skills and enjoy working with the public
- Experience working with dogs
- Ability to read dog body language and respond appropriately
- Detail oriented and comfortable using printers and copiers

Benefits:

- Satisfaction from helping the dogs in our care find their perfect match!
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

Fill out the Volunteer Information form, found at <https://okandogs.com/volunteer/>. Someone will get back with you shortly. Thank you for your interest in volunteering!

Volunteer Position: **Events**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking social volunteers to participate in events throughout the year.

Hours:

Average 4-5 hours per event. Volunteer can select which events they would like to participate in (most events are scheduled on a Saturday or Sunday). NOTE: event volunteers are also eligible to walk staff approved dogs in Leavenworth with "Adopt Me" vests on. This requires two or more volunteers to go together.

Duties:

- Help set-up tent, tables, literature etc at event site
- Assist with handling adult dogs and/or wrangling puppies
- Keep dog area (and puppies) clean and presentable
- Help take down and load up as needed
- Talk with potential adopters and donors about Okandogs

Qualifications:

- Dependable (our staff and dogs rely on your showing up for the events)
- Experience handling dogs/puppies in stressful situations preferred
- Ability to read dog body language and respond appropriately
- Enjoy educating the public about Okandogs mission

Benefits:

- Events are fun! Enjoy mingling with the attendees and showing off our amazing dogs
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

To Apply:

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Volunteer Position: **Fundraisers**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking fundraiser volunteers. With staff review and approval, fundraisers can work with community groups to set-up and manage fundraisers. This is good for any age (e.g. those under 18 years of age can set-up a fun school or classroom event!).

Hours:

As needed for event or project

Duties:

- Learn about the work that Okandogs does and help spread the word!
- Be responsible for developing fundraising ideas and presenting them to staff
- Once approved, work with staff on what is needed and manage event or project

Qualifications:

- Creative
- Can work independently
- Good communication skills

Benefits:

- Satisfaction from helping Okandogs fund the work that we do
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Obtain volunteer hours for work/school
- Gain professional experience to add to your resume

To Apply:

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