



Volunteer Position Description

Direct Care-Equine Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	1515 Shady Oaks Lane, Oakland, OR 97462
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Increases Duchess' capacity to care for the sanctuary's equines
Volunteer Responsibilities	<ul style="list-style-type: none"> • Feed/water in measured amounts using diet instructions • Clean enclosures which may include shoveling manure, raking, weeding, and scrubbing water troughs and buckets • Assist with administering equine medical treatments • Assist during herd health procedures such as foot trimming, vaccinating and deworming • Groom/bathe special needs equines as instructed • Learn to identify animals as individuals • May be required to operate utility vehicles on property
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; involves cleaning and maintaining enclosures, which can be physically strenuous • Mental difficulty is level 2; requires learning procedures and protocols; supervision is available, but ability to problem-solve is desired • Emotional difficulty is level 3; volunteers will come into contact with injured equines, which can be emotionally distressing
Expected Environmental Conditions	Most of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen, break room and drinking water as needed.)
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: history and tour of Duchess, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed-toed shoes. Volunteers will be trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of Duchess and how the program area fits into the larger picture of animal protection • Learn about sanctuary management • Learn how to properly care for rehabilitation and sanctuary equines
Position Start Date	Ongoing
Initial Minimum Commitment	Scheduling and length of service are fairly flexible; however, there is an expectation that people fulfill an initial commitment of 50 service hours with no less than 8 hours per month.
Scheduling Guidelines	Shifts are a minimum of 2 hours in length between the hours of 7 am and 4 pm.
Qualifications/Requirements	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities

for Volunteer Applicants	<p>document with or without reasonable accommodation</p> <ul style="list-style-type: none"> • Able to learn and demonstrate a familiarity with Duchess' programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Knowledge of and/or experience with equines preferred
Restrictions	<ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. Teens 12-15 can volunteer with a parent or guardian as their partner at all times. • Must have reliable transportation and arrive on time for shifts • Must wear closed-toed shoes • Must learn and follow all guidelines and policies of The HSUS and Duchess, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	Gloves; all tools needed to perform work
Optional Tools/Equipment	n/a
Supervisor(s)	Director of Operations, Duchess Sanctuary
Number of Concurrent Volunteer Openings	14 (2 per day); individuals or teen-parent teams
Additional Information	Duchess cannot accommodate court-mandated community service.
Updated	1.16.2015