



We rely on the help of our volunteers to assist us in many areas of the Home, performing the necessary tasks that help with the daily running of the organisation. This is an overview of the some of various proactive volunteer roles we currently have at the Home. We encourage anyone interested to please review all of our current vacancies online, read all information provided about the role of interest, and our processes and requirements prior to submitting your application to avoid delays or disappointment.

Want to apply for a volunteer position?

- View our current vacancies at: www.dogshome.com/volunteer-at-lost-dogs-home/vacancies/;
- To apply for a role, click *more* to reveal the *Apply Now* selection;
- Complete the online form and provide all relevant supporting documents (see overleaf);
- For more information on volunteering for the Home, please contact our Volunteer Resources Department on (03) 9321 8735 or email: volunteering@dogshome.com

VOLUNTEER PROGRAMS

At The Lost Dogs' Home we operate a range of volunteer initiatives to help in different areas of the Home. Areas include adoptions, behaviour department, cat and dog enrichment, events and administration. We cater for high school and tertiary students through our work experience program, as well as organisations and professionals through the corporate volunteer program.

ADOPTION ENRICHMENT VOLUNTEERS

Our team of adoption volunteers assist our adoption department via dog walking, interacting and assisting with dog training (both on and off the premises), and customer service. This program reinforces good behaviour to help prepare the dogs for their new homes, and improves their wellbeing while at the shelter.

Requirements

- Volunteers are allocated a weekly shift of four to five hours (minimum). This will be at a regular rostered time between

Monday to Thursday: 8am - 6pm,
Friday: 8am - 5pm, Saturday: 7am - 4pm
Sunday: 7:30am - 1pm;

- Volunteers should be comfortable handling dogs of all sizes, breeds and energy levels;
- Volunteers should have some customer service experience;
- Volunteers will be required to attend an interview (during work hours) and a weekday training session should their application be successful;
- Volunteers are required to have an up-to-date tetanus injection;
- Volunteers must be 18+ years of age.

CAT ENRICHMENT VOLUNTEERS

Cat enrichment volunteers assist with improving the wellbeing of our adoption cats and kittens while they are with us, ensuring that they are prepared for their new homes. This involves enriching their lives by providing socialisation, mental stimulation and exercise. Our volunteers also regularly assist with cleaning, feeding and making enrichment toys.

EVENT VOLUNTEERS

Our event volunteers assist at various on and off-site community events for The Lost Dogs' Home. Tasks may include helping our team set up and pack down equipment, promoting LDH animal welfare programs including adoption and general customer service duties. This is generally seasonal work and dependent on our event schedule.

Requirements

- Events are usually held on Saturdays and Sundays in various locations within the Melbourne metro area;
- Volunteers should be able to attend a minimum of one event per month, which is confirmed with the Event Coordinator;
- Good customer service and communication skills are required — volunteers should be personable and enjoy dealing with the general public;
- Must be 18+ years of age;
- Confident being hands-on with animals;
- Volunteers will be required to attend an interview and a training session (during work hours) should your application be successful.

ADMINISTRATION VOLUNTEERS

Our administration volunteers work within various departments of The Lost Dogs' Home. Tasks include packing showbags, mailing receipts, opening mail, filing, collating, basic data entry and scanning.

Requirements

- Volunteers should be able to commit to a regular weekly shift;
- Some tasks can be monotonous, but are an essential help to the Home;
- Must be 18+ years of age;
- Training sessions prior to commencing volunteer work are not required for administration volunteers — on-the-job training is provided.

APPLICATION PROCESS

We have several intakes of volunteers throughout the year. The majority of these intakes are for role which require hands-on work with the animals. Volunteers can submit an application by viewing current volunteer vacancies at www.dogshome.com/volunteer-at-lost-dogs-hom/vacancies. Once the desired role is found, select and click on *Apply Now* to start your application.

SUPPORTING DOCUMENTS

Prior to sending in your application form, please ensure it is accompanied by all of the supporting documents, as application forms will not be accepted without the following attachments:

- Written reference from a current or previous employer or volunteer organisation;
- Copy of photo ID;
- Cover letter and resume.

WORK EXPERIENCE

The Lost Dogs' Home offers a work experience program to give high school students (over 15 years) and tertiary students the opportunity to learn about animal care and better pet ownership while working in a shelter environment. Students must book a full work experience week, (Monday 9am - 4pm and Tuesday to Friday 8am - 4pm). This program is very popular, so we advise that you contact us as soon as possible (ideally December for work experience during the following year).

CORPORATE VOLUNTEERS

The Lost Dogs' Home provides corporate volunteers the opportunity to complete voluntary work at the Home. If you are allocated a corporate volunteer day by your employer, and would like to complete your day at the Home, please contact our Volunteer Resources Department during business hours.



2 Gracie Street
North Melbourne VIC 3051

Telephone 03 9329 2755
Fax 03 9326 5293

info@dogshome.com
www.dogshome.com
Twitter: lostdogshome
Facebook: lostdogshome

Since our official opening in 1913, we have been a voice for animals without owners caring for thousands of cats and dogs each year. Pioneers for fair animal laws, we continue to work on the front line to reduce the number of lost, abandoned and stray cats and dogs.

We rely on public support to run services and programs, including: proactive adoption, foster care, behaviour rehabilitation, low cost desexing and microchipping, and the promotion of better pet ownership through education.