

NOTICE OF VOLUNTEER OPPORTUNITY

Animal Care & Control - UNPAID

The Department of Animal Care & Control (ACC) is seeking to fill positions for volunteers. The ideal volunteer should have a love for animals.

ACC is open 365 days taking in over 26,000 animals a year. ACC provides veterinary care, fresh food, clean water and shelter to lost, stray, injured, sick and unwanted animals that would otherwise be left to wander the streets of our city.

MINIMUM QUALIFICATIONS: The ideal candidate will have good oral communication skills, be organized and detail-oriented. Must have animal handling experience and be comfortable in an animal shelter environment. Must be 18 years of age or older.

RESIDENCY REQUIREMENT: Not Required.

SALARY: UNPAID

APPLICATION PERIOD: Open until further notice.

NOTE: Candidates are required to pass a fingerprint background check before attending the mandatory Volunteer Orientation.

HOURS: Successful candidates should work a minimum of 10 to 20 hours a month. Available hours include weekdays and weekends, mornings and evenings. This is a temporary position.

DUTIES: Volunteers are assigned to various divisions of the Animal Control Facility at 2741 South Western Ave. according to the interests of the volunteer and needs of the Department. Volunteers may perform a wide variety of duties, including but are not limited to the following: under immediate supervision, perform various administrative functions to support program activities; participate in the organization, setup and administration of special events and program activities; socialize, groom and exercise animals available for adoption; assist the public in selecting companion animals and perform adoption screening and counseling functions; escort visitors through the facility to assist in finding their lost pet.

DESIRED SKILLS:

- o Experience handling animals.
- o Excellent customer service skills.
- o Must be reliable and organized.

INSTRUCTION: Interested candidates should contact:

Susan Cappello

City of Chicago Department of Animal Care & Control

2741 South Western Ave., Chicago, IL 60608

OR

Email: susan.cappello@ex.cityofchicago.org

OR

FAX TO 312-747-1409

