

City of Rolla



**Animal Control**

The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified.

**HOW TO APPLY:**

Applicants who may be interested in the volunteer program, may pick up a volunteer application at the Rolla Animal Shelter. Completed applications may be returned to the Rolla Animal Shelter with a copy of a current license.

For additional information, contact Rolla Animal Control at (573) 364-6995

# *Volunteer Opportunity*

## *City of Rolla Animal Control*

**GENERAL PURPOSE:** Under general supervision, the volunteer cleans and maintains City Animal Shelter facilities and kennels; feeds, monitors and handles domestic animals held and performs various customer service support functions; and related opportunities depending on the individuals skill level.

**BASIC DUTIES AND RESPONSIBILITIES:** The duties listed below are intended only as illustrations of the various types of work which may be performed by the volunteer. The omission of specific statements does not exclude the prospective volunteer from the position if the work is similar, related or a reasonable assignment to the position.

- Volunteers may assist with the impoundment of stray, relinquished and other domestic animals at the City of Rolla Animal Shelter.
- Volunteers may assist in the adoption of available animals at the City of Rolla Animal Shelter.
- Washes, disinfects and dries kennel runs, cages and other areas where animals may be kept. Notifies Shelter Staff of anything which may be of concern to the health and safety of the animals, staff, public and volunteers.
- May explain adoption procedures, holding times and rabies vaccination requirements to the public.
- May assist in releasing impounded animals to owners, assist the public in claiming lost animals. May also assist in the handling of animals, and describing basic animal behavior and habits while under the direction of the animal control officer.
- May bathe animals and perform related animal grooming and basic care.

**VOLUNTEER OPPORTUNITIES AVAILABLE: (Dependant upon ones' skill level)**

- ◇ Answer telephones (Office support)
- ◇ Clean and sanitize canine kennels and runs
- ◇ Clean and sanitize feline cages
- ◇ Canine socialization
- ◇ Feline socialization
- ◇ Animal impound assistants
- ◇ Animal adoption assistants
- ◇ Assisting customers (talks to customers and answers questions about the animals)



- ◇ Assisting with public relations programs.
- ◇ Bathing & Grooming the canines
- ◇ Other opportunities as they become available

Director:  
[Inge Wilson](#)

Animal Control Ofc:  
[John Redshaw](#)  
[Roy Taylor](#)

Address:  
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Rolla, MO 65401

Telephone:  
(573) 364-6995  
Fax: 364-0070

E-Mail:  
[shelter@rollacity.org](mailto:shelter@rollacity.org)

Office Hours:  
10:00 a.m. - 1:00 p.m.  
3:00 p.m. - 4:00 p.m.

Open:  
Saturday & Sunday  
12:00 p.m. - 4:00 p.m.

Closed Holidays

**PHYSICAL AND MENTAL DEMANDS:** The physical and mental demands described here are representative of those that must be met by volunteers to successfully perform the basic and essential functions of the volunteer position. While in the performance of this position, the volunteer is frequently required to use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Volunteers are occasionally required to climb or balance; volunteers are frequently required to stoop, kneel, squat and crouch. Volunteers frequently walk, sit, stand and talk and hear. Volunteers may occasionally lift and carry animals or push and move supplies. Specific vision abilities required for this position include close vision, color vision and the ability to adjust focus.

While performing duties, the volunteers could use both oral and written communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a volunteer may encounter while performing volunteer duties. Noise level in and around the work environment is usually very noisy. While performing the duties of this position, the volunteer frequently works in outside weather conditions which may include wet and/or humid conditions, extreme cold and icy conditions and extreme heat. The volunteer may also be exposed to fumes or airborne particles, toxic or caustic chemicals.



**THE CITY OF ROLLA IS AN EQUAL OPPORTUNITY EMPLOYER**