



Job Title: Home Visit Volunteer

Position Type:
Volunteer

Compensation:
Unpaid Position

No. of Positions:
Multiple

Commitment:
Minimum 1 year

Location:
Durham Region

The Animal Guardian Society volunteers are the most valued assets of our charity. They are essential participants with a shared responsibility in fulfilling our mission. Every volunteer is responsible for adhering to practices that are in accordance with applicable laws and to a code of ethics that reflect the highest standards of individual behaviour. Our organizational structure encourages volunteer involvement, open communication, teamwork and cooperation.

Our Mission: *It is our mission to provide rehoming and medical care to displaced companion animals and to support the community in the areas of humane education, behaviour counselling, the promotion of responsible pet ownership and meeting the needs of animals.*

Job Description:

Visit prospective foster/adoption applicants in their home environment to assess safety and suitability for adoptable pets. Responsible for reviewing program requirements and ensuring proper protocol is met during each stage of the process. The time commitment for this position is approximately 10 hours per week but can vary week by week depending on how many interviews you are needed for. It is important to note that this position is a progressive role and **all volunteers will be required to finish the home visit orientation prior to placement on the home visit schedule.** You will start as a secondary and move into the primary role once thoroughly trained and feel comfortable taking the lead during the in-home interview process. Home visits typically include the primary home visit volunteer, secondary and the foster parent who accompanies the animal in care.

Note around COVID-19** *During these unfamiliar times, a majority of our operations are being conducted virtually until further notice.*

Responsibilities:

- Reviewing all adoption applications
- Contacting applicants and Fosters to coordinate a home visit time that suits all parties
- Review with foster and home visit volunteers if there are any concerns throughout the process
- Be the liaison between fosters, volunteers and adoption applicants
- Follow up towards middle of the week and ask their intentions for adoption
- Set up adoption appointments at TAGS, reminder to bring all TAGS supplies back
- Review all agreements with applicants and receive signatures
- Travel to each applicants place of residence to hold initial and follow-up interviews

Qualifications:

- Reliable form of transportation
- Valid drivers licence
- Clean police reference check
- Provide 1 year commitment
- Excellent organization and time management skills
- Dog experience with basic positive training knowledge
- Ability to communicate effectively through email, in person and right now virtually
- Proficient in zoom, email, and google docs
- Ability to work in a team environment
- Effective decision making skills
- Able and willing to travel around Durham Region and enter peoples homes

***** We want to thank you for your interest in our organization. We are 100% volunteer*** based and could take up to 2 weeks to review your application and get back to you.**

If this position interests you, please complete a [volunteer application form](#) and forward your resume to tagsexecutive@yahoo.ca. We appreciate your interest in volunteering with us, however, only those applicants selected for interviews will be contacted.