



VOLUNTEER POSITIONS & DESCRIPTIONS

SUPERVISOR POSITIONS	DESCRIPTION
ANIMAL RESCUE GROUP SUPERVISOR (ARGS)	<ul style="list-style-type: none"> ▪ Reports to the Incident Commander or Operations Director of the lead emergency service agency ▪ Responsible for the implementation of the Incident Action Plan (IAP) pertaining to the animal evacuation and/or emergency animal sheltering operation. ▪ Supervises the Animal Evacuation and Shelter Leader
ANIMAL EVACUATION SUPERVISOR	<ul style="list-style-type: none"> ▪ Reports to the ARGS ▪ Responsible for the evacuation of animals inside the disaster area, assignment of resources, and filing necessary documentation of the operation. ▪ Oversees the Evacuation Team Leaders and Evacuation Logistics Manager
EMERGENCY ANIMAL SHELTER (EAS) SUPERVISOR	<ul style="list-style-type: none"> ▪ Reports to the ARGS ▪ Supervises the EAS Manager(s) ▪ Responsible for organizing the shelter(s); assignment of resources, and filing necessary documentation.
MANAGER & TEAM LEADER POSITIONS	DESCRIPTION
ANIMAL EVACUATION LOGISTICS MANAGER	<ul style="list-style-type: none"> ▪ Reports to the Animal Evacuation Supervisor ▪ Responsible for managing evacuation equipment from the strike trailer to the team. ▪ Keeps inventory of resources used for evacuation
EMERGENCY ANIMAL SHELTER MANAGER	<ul style="list-style-type: none"> ▪ Reports to the EAS Supervisor ▪ Responsible for the day-to-day operation of ONE shelter. ▪ Supervises the EAS Team Leaders
EAS LOGISTICS MANAGER	<ul style="list-style-type: none"> ▪ Reports to the EAS Manager ▪ Coordinates the intake and distribution of shelter supplies (purchased or donated) ▪ Maintains accountability of all shelter equipment
EAS ANIMAL CASE MANAGER	<ul style="list-style-type: none"> ▪ Reports to EAS Manager ▪ Responsible in reuniting animals with owners

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MANAGER & TEAM LEADER POSITIONS	DESCRIPTION
ANIMAL EVACUATION TEAM LEADER	<ul style="list-style-type: none"> ▪ Reports to the Animal Evacuation Supervisor ▪ Manages 5-7 volunteers in the evacuation of animals from the disaster area.
EAS TEAM LEADERS	<ul style="list-style-type: none"> ▪ Reports to the Shelter Manager ▪ Supervises 5-7 EAS volunteers with the day-to-day care of the animals
ANIMAL INTAKE MANAGER (Evacuation or EAS)	<ul style="list-style-type: none"> ▪ Reports to either the Evacuation or Shelter Manager (depends on incident) ▪ Responsible for intake of animals, assisting people with lost animals, maintaining records, and supervision of the Animal Intake Assistants.
VOLUNTEER MANAGER (Evacuation or EAS)	<ul style="list-style-type: none"> ▪ Reports to either the Evacuation or Shelter Supervisor ▪ Responsible for volunteer scheduling & orientation ▪ Maintains documentation, forms, and volunteer hours
TEAM POSITIONS (Animal-Handling)	DESCRIPTION
ANIMAL INTAKE ASSISTANT	<ul style="list-style-type: none"> ▪ Reports to the Animal Intake Manager ▪ Responsible for interacting with the public that arrives at the EAS ▪ Assists in the intake of animals into the shelter.
EAS ANIMAL HANDLERS	<ul style="list-style-type: none"> ▪ Reports to a EAS Team Leader ▪ Assists in daily care of animals ▪ Moves animals in and out of cages/runs as necessary. ▪ Assists in exercising animals ▪ Notifies the Team Leader of any situations that require special attention
TEAM POSITIONS (Non-Animal Handling)	DESCRIPTION
HISTORIAN / RECORDER	<ul style="list-style-type: none"> ▪ Reports to the Animal Intake Coordinator ▪ Responsible for assisting the Animal Intake Coordinator in keeping statistics on the number of animals arriving and departing the shelter. ▪ Informs the Public Information Officer of any major events at the shelter



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TEAM POSITIONS (Non-Animal Handling)	DESCRIPTION
LOGISTICS ASSISTANTS	<ul style="list-style-type: none"> ▪ Reports to the Logistics Manager ▪ Responsible for assisting with equipment and donation inventory ▪ Responsible for removing garbage
DATA ENTRY CLERK	<ul style="list-style-type: none"> ▪ Reports to the Animal Intake Coordinator ▪ Responsible for data entry to track incoming shelter animals during an incident.
VOLUNTEER MANAGER ASSISTANT	<ul style="list-style-type: none"> ▪ Reports to the Volunteer Manager ▪ Responsible for assisting in the scheduling of volunteers for field rescue and EAS
ERRAND RUNNER	<ul style="list-style-type: none"> ▪ Reports to various groups as needed. ▪ Responsible for responding to requests to run errands in the local community
SANITATION ATTENDANT	<ul style="list-style-type: none"> ▪ Reports to the Animal Shelter Team Leader ▪ Responsible for making sure the shelter is clean and sanitized as possible. ▪ Responsible for removing garbage