



3670 Nevada Street
Pleasanton, CA 94566
(925) 426-8656

Essential Job Function

To safely and effectively serve as a volunteer at Valley Humane Society, volunteers need to possess the following physical, and cognitive, functions. The volunteer's signature on this form indicates he/she believes he/she possesses these basic functions.

Essential Physical Function

- Quick reflexes and ability to use both hands simultaneously (example: open cage door while handling animal).
- Ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery dirt path and lawn areas.
- Ability to bend and squat in order to pick up containers, feed animals, and clean the floor.
- Ability to stand for significant periods of time during shift or cleaning cages.
- Average vision (with or without correction) to move safely around the building, to be able to observe animal body language without difficulty, and to be able to read notes on animals' paperwork.
- Ability to hear if animal is growling or making sounds indicating fear or pain.
- Ability to speak and effectively communicate in English verbally as well as in written form.
- Ability to maneuver well in tight spaces and react and move quickly in order to prevent animals from escaping.
- Must not have strong allergies to chemicals used in cleaning or animals in our care which can't be managed by medication.
- Ability to wash dishes and put away in cabinets and drawers from ground level up to six feet in height with use of step stool as needed.
- Average strength to assist with lifting small to medium size animals (up to 40 pounds.)
- No known concerns about tolerating exposure to zoonotic diseases such as ringworm and mange.

Essential Cognitive Function

- Ability to understand, remember and follow instructions and procedures.
- Ability to differentiate between animals and write findings on observation sheets.
- Possess problem-solving capability.
- Must be aware of potentially dangerous situations when working with animals. Must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgment and act appropriately in these situations.
- Ability to cope with a loud environment due to animal noises.
- Must have the ability to judge an animal's reactions and to change voice to a soft or strong authoritative tone in order to change an animal's response.

Level of supervision

- Once trained, must be able to work with no supervision, yet must recognize limitations in knowledge and abilities, and ask for help when needed.
- Should be able to work independently for long periods of time, as well as work within a team atmosphere with other volunteers or staff.

Other

All Volunteer positions involve some cleaning, and can involve the use of hazardous or toxic chemicals.

Please indicate any reasonable accommodation you may need in order to meet the essential job function¹ of your volunteer position at Valley Humane Society:

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Parent or Guardian (if under 18)

Signature of Parent or Guardian (if under 18)

Date