

HBSPCA Volunteer Position



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Position: Warehouse Support
Schedule: Shifts available Monday through Friday
Positions: 3 positions per shift, 2 shifts per day available.
Monday to Friday: 9am – 1pm or 1pm-5pm
Location: Hamilton Burlington SPCA Offsite Warehouse Facility
(10 minutes from our main location at 245 Dartnall Road)

Join us in making a difference for animals in need and their human companions!

Role Overview

As a Warehouse Support Volunteer, you will have the opportunity to make a positive impact in our community by helping us execute our community outreach and pet pantry program. The Hamilton/Burlington SPCA recognizes that many families may face difficult financial times and may require assistance in caring for their pets. We believe that no one should face the difficult decision of having to surrender their pet because they cannot afford the cost of food. Our Pet Food Pantry program exists to support pet owners who are in need of support with pet food and basic supplies. Our Pet Food Pantry is intended for families facing short-term financial difficulties and not for the permanent or long term feeding of your pets.

We are fortunate to have many donations come our way to support this program. Your responsibilities will include receiving goods, offloading deliveries, sorting, organizing, branding, labelling, rebagging and some administrative work. You will be a volunteer in a team of 3+ people.

This role will play a critical role in ensuring our deliveries are accurate and on time to support our community partners and the large need in the community. You will also be responsible for maintaining a friendly, organized, and clean environment. **Above everything else, this role must take pride in the work they do.**

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Qualifications

We're looking for volunteers to participate in shifts between 9 am and 1 pm, and/or 1 pm to 5 pm Monday to Fridays (ideally, at least one shift per week). It's also important to note that volunteers in this role must have the physical ability to lift and move heavy objects (up to 50 lbs). Your willingness to work in a team environment and adapt to changing tasks and priorities is highly appreciated.

This Volunteer Roles is right for you if:

- You love organization!
- You understand that success is utilizing skilled volunteers from our community to advance our cause and deliverables.
- You are PET and PEOPLE focused.
- You are an individual with a sense of commitment and passion for what you do.

Qualifications

- A kind, compassionate, and responsible disposition.
- Exceptional organizational skills
- Ability to work in teams and thrive in a fast-paced environment.
- Detail oriented, extremely well organized, and able to manage time and multi-task.
- Strong verbal communicational and interpersonal skills.
- Positive attitude a must.

Requirements

- Agree to submission of a clean Police Check.
- All volunteers are required to be fully COVID-19 vaccinated.
- Must have own transportation to and from the Warehouse location.