

Volunteer Position Description

Position: Training Assistant

Department: Dog Training School

| Volunteer Program Coordinator | |
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| Name: | Stella Molloy |
| Phone: | 6287 8100 |
| Email: | volunteers@rspca-act.org.au |

Location: 12 Kirkpatrick Street Weston ACT 2611

Hours: Varies depending on class times, generally on weekends of one-hour duration

About the Position

The RSPCA ACT Dog School training aims to provide public dogs with the required skills to have a happy, well-adjusted life with their family, using positive reinforcement training methods. Volunteer Training Assistants help our Trainers to run smooth and effective classes for the public

Key Duties

- Assisting to set up and pack down equipment;
- Cleaning dirty water bowls at the end of the shift
- Checking training yard for any hazards/toys/faeces and reporting issues to the Trainer
- Assisting participants to practise individual exercises in class as directed by the trainer
- Listen to the directions the trainer provides to participants during class
- Direct questions from participants to the Trainer

Skills & Qualities

- Experience using positive reinforcement training techniques
- Positive and upbeat attitude
- Willingness to take direction
- A keen interest in dog training
- Attention to detail

Benefits

- Team engagement
- Participation in a worthwhile cause
- Increased knowledge of animal behaviour and handling

Induction and training

- RSPCA Volunteer Induction
- On the job training

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Additional requirements

- Uniform Compliance
- Tetanus vaccinations up to date
- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA

Donations Assistant – Task Analysis

The role of a donations assistant can require a degree of lifting, bending, squatting and reaching. Occupants must be able to work independently and with minimal supervision.

| Description | Requirement | Regularly/irregularly | Additional Information |
|------------------|-------------------|-----------------------|---|
| Manual Handling | 1. Lifting 0-10kg | Regularly | <ul style="list-style-type: none"> Lifting donated items such as Manchester, food, bedding and equipment |
| | 2. Lifting 10kg + | Irregularly | <ul style="list-style-type: none"> Lifting bags of animal food and equipment |
| | 3. Bending | Regularly | <ul style="list-style-type: none"> Bending to move and lift items in and out shelving |
| | 4. Squatting | Regularly | <ul style="list-style-type: none"> Squatting to move and lift items in and out shelving |
| | 5. Reaching | Regularly | <ul style="list-style-type: none"> Reaching to move and lift items in and out shelving |
| | 6. Push/pull | Irregularly | <ul style="list-style-type: none"> Pushing or pulling trolley with donated items around the shelter |
| Work Environment | 7. Works indoors | Regularly | <ul style="list-style-type: none"> Sorting items inside |
| | 8. Works outdoors | Regularly | <ul style="list-style-type: none"> Delivering items around the shelter |