

Examples of Volunteer Profiles/ Roles and Responsibilities

First Aid

First –Aid Group Head

Profile

Student or professional, committed, mature, should have basic understanding of need for systems and long term objectives, leadership qualities, and should be able to motivate a team, experienced in first-aid.

Role and Responsibility

To lead the first-aid group in a particular area and take responsibility to ensure that systems and processes are being followed.

To induct and train volunteers on basic first-aid.

To co-ordinate first-aid cases received by WSD and allocate accordingly to volunteers of the group. (Sunday first-aid)

To co-ordinate first-aid cases received on week-days to individual volunteers.

To co-ordinate the conducting of census of dogs in the areas covered by the group.

To co-ordinate the conducting mass vaccinations against rabies in the areas covered by the group

To liaise with the Manager-Education to conduct Chart presentations in slums

To treat first-aid cases as a volunteer of the first-aid group.

To co-ordinate with Volunteer in charge of Medicines for supply of medicines for the group

To send monthly reports on the First-Aid activities of the group.

To co-ordinate in identifying non-sterilized dogs in the area and arrange them to be taken for sterilization

Time Commitment

Sundays and as and when a first-aid case comes up

First Aid Volunteer

Profile

Student or professional, committed, ready to sacrifice other activities if a dog is in distress or needs help.

To attend to first-aid cases on Sundays (team based activity) and on week days (as and when required)

To conduct census of dogs in the areas covered by the group.

To conduct mass vaccinations against rabies in the areas covered by the group

To identify non-sterilized dogs in the area and arrange them to be taken for sterilization

To submit reports to the group-heads of first-aid cases attended.

Every Sunday and as and when a first aid case comes up

Education and Awareness Volunteer

Profile

Student, professional or housewife, willing to commute, good communication skills, knowledge of different language is an advantage (Hindi, Marathi, Gujarati), patient in dealing with people, mature

To impart WSD's slide presentation (depending on the target audience) and chart presentation at various venues fixed by the Manager- Education

To identify potential target audiences/venues for presentations and inform the Manager-Education

To keep oneself updated on the content of the presentation (Training Manual) so that any questions asked by the audience can be answered correctly

As and when there is a presentation fixed depending if the volunteer is free. (Volunteers should give a schedule on their spare time so that the Manger-Education can call accordingly)

Volunteer - Adoption Programme

Profile

To take calls from potential adopters

To conduct the preliminary interview of potential adopters.

To identify the right dog that can be adopted by the potential adopter.

To send e-mails about any additional dogs for adoption to the Volunteer- P.R.

To follow-up on a dog which has been adopted by visiting the home of the adopting family.

Depending on the convenience of the potential adopter. (Volunteers should give a schedule of their spare time so that the Manger-Projects in charge of Adoptions can call accordingly)

Volunteer- Sales Co-ordination

Profile

Housewife (person who is at home most of the time), good persuasion skills

To co-ordinate with volunteers who have signed up for Sales.

To allocate shifts to volunteers for different sales fixed at exhibitions, corporates, colleges etc.

To identify types of volunteers appropriate for specific venues.

Head Volunteer- Kennel Supervision

Profile

Mature, should have some amount of free time, and understands the importance of systems and processes,

To co-ordinate with the physician on kennel practices and procedures.

- Management Of Food Stock
- Management of Medicine Stock
- Data Management
- Stray Dog Care

To co-ordinate with volunteers on schedules for kennel supervisor

To induct a new volunteer who has enrolled for kennel supervisor.

To monitor the adherence of on going systems and processes

To introduce new systems and processes which would improve the standard of stray dog care

To document existing and new procedures and processes.

2-3 days per week

Volunteer-Kennel Supervision

Profile

Student, homemaker, professional - loves interacting directly with dogs, regular in his/her visits to the kennel,

Role and Responsibility

To walk the dogs (after checking with the physician)

To help in grooming (deticking, bathing, brushing) of the dogs

To help with nursing of dogs

To bring to the notice of the physician, any dog that requires special attention

To check on the cleanliness at the kennels.

To help the physician in administrative work (making calls, filing,)

On days of sterilization

De-ticking the dogs

Looking after the dogs in the recovery room

2 hours per week

Volunteer- Fund Raising

To identify and liaise with retail stores etc for placing the WSD donation box

To identify people who can be approached for in-kind donations

To help out at Jain temples during Paryushan

To identify corporates and assist in presentations (resource mobilization)

2 hours per week, Seven days in September during Paryushan (fund raising drive)

Volunteer-Administration

Profile

Computer knowledge (MS Word)

To help out at the office in administration work such as typing documented information, help in mass mailing.

Half a day per week or depending on specific administration related work.