



PAWS of Bainbridge Island & North Kitsap  
206-842-2451  
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volunteer@pawsbink.org

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## **Job Description: Pet Food Bank**

### Volunteer Commitment:

Volunteers must be able to commit to a minimum of 4 hours per month for a minimum of six months.

### Supervision:

Report to and check in as necessary with the Volunteer Coordinator.

### Working Conditions:

Volunteer work performed in the community at large and at PAWS facilities. Some duties involve transporting donation in private vehicles.

### Physical Activities:

Regular lifting of up to 40 pounds; Kneeling; Squatting; Bending

### Training:

- Interview with Volunteer Coordinator
- Attend Food Bank volunteer training
- Attend continual on the job training provided by PAWS staff and experienced volunteers

### Food Bank Volunteer Description of Duties:

- Collect stores of pet food from donation drop sites
- Repackage donated food - gallon bags of dog food, quart bags of cat food
- Distribute repackaged food equitably between local food banks
- Maintain open lines of communication with supervisor, volunteers, and staff.
- Provide public education about PAWS and its programs in the community. Assist the public with accessing PAWS programs as appropriate.

### Requirements:

- Must be at least 18 years-old (16 bagging in facility)
- Complete and submit Volunteer Application and Waiver
- Interview / hands-on training with the Volunteer Coordinator
- Distribution volunteers must be able to show valid driver's license and provide own vehicle