



Wellington SPCA

Our mission is to promote the humane treatment of animals and to prevent cruelty to animals. We do this by providing food, shelter, veterinary care, love and the chance to find a new home for unwanted, abused and neglected animals in the Wellington region.

Position Title:	Dog and Puppy Handler	Position ID	DPHV
Department: Canine care and adoptions team			
Reports to: Canine Team Leader and Animal Care and Adoptions Manager			
Working relationships: Other SPCA staff/volunteers			
Job location:	Newtown animal centre	Employment status:	Volunteer
Minimum age requirement:	18 years	Start date:	ASAP
Shift days and times:	3 full days per week to include every second Saturday and Sunday 8am to 5pm	Minimum time commitment in this role:	6 months
Hours per 7 day week:	24 hours	CV Required:	
Special working conditions:			
Key areas of responsibility:			
<ul style="list-style-type: none"> • Cleaning and feeding • Socializing • Canine training • Overseeing veterinary treatments and administering basic health care • Laundry • Supervising existing volunteers and training new volunteers • Updating adoption page of the website • Dealing with potential adopters and members of the general public both on the phone, via email and face-to-face 			
Skills required:			
<ul style="list-style-type: none"> • Excellent personal communication skills • Have been in the workforce for a minimum of 1 year • Experience working in a team environment • Initiative • Enthusiasm and energy • Ability to deal with different and difficult situations in a reasonable and diplomatic manner • Empathy towards animals and an understanding that the animals come first at Wellington SPCA 			
Qualifications required:	No qualifications are required but this is an ideal area to volunteer in if you are interested in a career in animal care		
Experience required:	None required but it would be preferable if you have experience with dogs or are a dog owner. Full training will be given		