

LifeCare Alliance Senior Pet Care / In-Kind

Volunteer Job Description & Expectations

Thank you for your interest in volunteering with the In-Kind and Senior Pet Care programs! We're so glad to have your support and want to ensure you feel prepared and set up for success during your time with us.

General Expectations & Attire

While volunteering in our warehouse space, please follow these basic requirements:

- Wear **closed-toe shoes**
- Wear **pants** to protect your legs
- Bring a **personal water bottle** or hydration option

Due to the dynamic nature of nonprofit work, our needs can shift quickly. While we do our best to match volunteers with their preferred activities, please be aware that **tasks may change the day of your shift**. We appreciate your flexibility and willingness to support where needed most.

Many warehouse tasks are physical in nature. We are committed to accommodating volunteers of all abilities, but ask that you please come prepared and communicate any needs in advance.

Physical Expectations (May Be Required):

- Ability to stand for the duration of your shift
- Ability to lift up to 25 lbs.
- Ability to bend, twist, and crouch

Note: If you do not meet these physical requirements, **you are still welcome to volunteer!** We kindly ask for at least **48 hours' notice** so we can arrange a suitable task for you in advance.

Potential To-Do List for Volunteers

In-Kind Donations Program

- ☐ Check with Coordinator for daily tasks
- ☐ Review inventory and verify accuracy against inventory list
- ☐ If Amazon or Walmart pallets are available:
 - ☐ Sort items
 - ☐ Inventory contents
 - ☐ Store items in appropriate locations
- ☐ Clean warehouse floors: vacuum, sweep, and mop
- ☐ Assist with seasonal/holiday craft items for clients
- ☐ Assemble and prepare gift bags for clients

Senior Pet Care Program

- ☐ Check with Coordinator for daily tasks
- ☐ Review supply levels for pet food packaging
- ☐ Label bags for pet food and cat litter
- ☐ Rotate pet food stock as directed
- ☐ Replenish pet food supplies as needed
- ☐ Bag cat litter as needed
- ☐ Clean warehouse floors: sweep, vacuum, and mop

Thank you for your time, your energy, and your commitment to making a difference.