Volunteer Position Description

**Position: Temporary Boarder**

**Department: Guide Dog Services**

**Responsible to: Guide Dog Trainer**

Guide and Assistance Dogs change lives. It is the independence and freedom offered by these dogs to our clients that keeps us going. Guide Dog Formal Boarding is part of our wider training program that provides some of the very first homes for our future Guide, Autism Assistance, Facility or Therapy Dogs in training.

Our Temporary Boarders provide a short-term foster home and training on an adhoc basis, to cover holidays, illness or emergencies.

**Guide Dogs WA will provide:**

1. Training
2. Ongoing support
3. Insurance cover by EverAbility’s Volunteer Insurance policy and/or by the Insurance Commission of WA for the cost of claims for death or injury caused by the negligence of the driver of a registered vehicle
4. Everything required for providing care to the dog, including food, equipment, veterinary care and obedience classes.

# Our shared vision

Inclusion and independence for all.

# Our shared values

* Be there for everyone
* Trust and be trustworthy
* Collaborate and be innovative

# Our promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

## We aspire to

* Create a positive environment through our interactions with others
* Promote honesty by having moral and ethical principles
* Practice decision making with confidence
* Build trust through personal leadership
* Embrace change and be solution focused

## We strive to

* Continually pursue excellence and use best practice procedures
* Always act with respect and dignity toward others
* Engage in honourable conduct
* Be accountable for our actions
* Act professionally in all situations, especially when publicly representing our organisation
* Achieve our personal and work goals
* Take a proactive approach to coaching, learning and sharing knowledge

**Key responsibilities**

1. Provide suitable accommodation and care for our dogs in training during a required period of time (varying depending on dog and situation).
2. Feed, groom, toilet and walk dog in care as per handling instructions from Guide Dogs WA.
3. Use basic obedience skills when handling dog in care (e.g. sit, down, stay, come etc.).
4. Transport dog in care (if necessary) to Guide Dogs WA designated Veterinary practice for vaccinations, consultations and medical procedures as required, in consultation with Puppy Raising Coordinators, Trainers and Mobility Instructors.
5. For dogs in formal training, drop them to ‘school’ every morning at Guide Dogs WA in Victoria Park and pick them up in the afternoon on weekdays for the duration that the dog is in care.
6. Continue to provide daily exercise requirements.
7. Assist with Community and Fundraising events (e.g. Guide Dog Street Appeal) as required under the supervision and approval of Puppy Raising Coordinators, Trainers and Instructors.

**What we look for in our volunteers**

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills – positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace
11. Ability to convey the organisation’s message to groups and individuals

**Job specific requirements**

1. Valid “C” class drivers licence.
2. Police Clearance dated within the last six months (If the candidate does not possess one, it can be applied for by EverAbility during the volunteer application process). Required in order to commence.
3. Volunteers are required to provide evidence that they are fully vaccinated against COVID-19.
4. Good navigational and safe driving history
5. Working with Children Check (if applicable)
6. A degree of physical fitness, which includes being able to negotiate steps, walk 3 - 5km per day and frequent bending and lifting (up to 10kg).
7. Live in the Perth, Peel or South West Regions (Leschenault to Dunsborough).
8. Have no more than one pet dog already.
9. Be prepared to walk the puppy daily and socialise it in busy environments.
10. Be prepared to cope with usual puppy behaviours, e.g. digging, chewing or howling.
11. Be prepared to attend at least four training sessions & follow strict guidelines.
12. Adequately fenced and dog proof house.
13. Be prepared to possibly take the dog to work with you as the puppy is not be able to be left alone for more than 1-3 hours at a time.

**Time and availability requirements**

Available to accommodate and care for dog on weeknights and weekends from time to time on an adhoc basis.

**How to apply**

For more information on eligibility and to submit an application, go to the link below:

<https://www.guidedogswa.com.au/get-involved/>

**Contact Person**

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Title: Volunteer Coordinator

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