



South Port Day Links is a community-based not-for-profit organisation that is managed by an elected Committee of Management. Working through volunteers and students, we provide a number of services aimed at keeping people in touch with the community and enhancing their quality of life. By utilising the skills of volunteers we link people to information, to other people, to local services, activities, programs and their community.

Position title: Volunteer Dog Walker

Position objective

To provide support to the clients of SPDL Inc. by assisting in the care and exercise of their pet dog.

Key responsibilities and duties

- To volunteer a period of time on a regular basis, as negotiated with the Coordinator of Volunteers and client, to provide care and exercise of the client's pet.
- To monitor the wellbeing of the client and liaise with the Coordinator of Volunteers if there are any concerns or issues that arise.
- To monitor the wellbeing of the pet dog and liaise with the Coordinator of Volunteers if there are any concerns or issues that arise.
- To abide by all local laws relevant to the exercising of dogs in a public place.
- To scoop up dog droppings and responsibly dispose of them when exercising the animal in a public space.
- To make contact with the client if you are unable to attend at the designated time, either by making direct contact with the client or via the Coordinator of Volunteers.
- To assist and encourage the client to care for their animal themselves.
- To build a friendship with the client and to encourage social interaction.
- To adhere to all relevant SPDL policies and procedures.
- To participate in SPDL orientation, training and team activities.
- To notify the Volunteer Coordinator of any matter that limits your undertaking these duties.



Organisational relationships:

Reports to:	Coordinator of Volunteers, SPDL Inc
Supervises:	Nil
Internal Liaisons:	Client and companion animal(s) Other volunteers
External Liaisons:	Nil

Accountability and extent of responsibility/judgment and decision making:

The volunteer dog walker:

Is accountable to the Coordinator of Volunteers for the conduct and completion of tasks.

- Is responsible to work in a manner that complies with relevant legislation (eg. Privacy, antidiscrimination, OH&S) and relevant SPDL policies and procedures.
- Is responsible to execute his/her duties and behave in a manner that promotes and maintains the excellent reputation and image of SPDL

Specialist skills and knowledge:

The volunteer dog walker will:

- Possess or develop understanding of the needs of people who are frail aged, have a disability or have mobility issues, and those that care for them.
- Have the capacity to carry out the required tasks as negotiated.

Management skills:

The volunteer dog walker will have:

- The ability to establish priorities and use time efficiently.
- The ability to set and maintain boundaries.

Interpersonal skills:

The volunteer dog walker will:

- Possess good listening and communication skills.
- Possess a caring attitude that demonstrates respect and patience in dealing with others.
- Be a trustworthy team member with a strong sense of responsibility and reliability.
- Have a commitment to the rights of others to have their personal information treated as strictly confidential.



Qualifications and experience:

The volunteer dog walker will have:

- Experience in and understanding of the special needs of older people and those with mobility issues.
- Experience in and an understanding of the different cultures and needs of people from CALD communities.

Conditions of volunteer work:

- SPDL adheres to the Model Code of Practice recommended in the *National Standards for involving Volunteers in Not-For-Profit Organisations* by Volunteering Australia.
- The position as a PetLinks dog walker is a voluntary.
- An allowance of \$5 per half day (4 ½ hours) may be made
- Volunteers should expect regular support and contact from the Coordinator of Volunteers.

Key selection criteria

The volunteer dog walker will have a:

- Belief in the value of companion animals and their many benefits to the client's well being.
- Demonstrated interest in animals.
- Demonstrated interest in older people and people with a disability.
- Capacity to provide support and friendship to clients on a professional and ongoing basis.
- Willingness to take instruction.
- Willingness to undertake ongoing training.
- Willingness to undertake a criminal records check.
- Willingness to sign a volunteer work agreement and an agreement with SPDL and the client.