



## City Of Apache Junction Volunteer Opportunity

- Title:** Paws & Claws Care Center
- Department/Division:** Public Safety/Support Services
- Contact:** Arnold Freeman 480-474-5461 [afreeman@ajcity.net](mailto:afreeman@ajcity.net)
- Worksite Address:** 725 E. Baseline Road
- Time Commitment:** 12 hours per month, 2 hours per shift
- Age:** 18 years or older
- Days of Work Week:** Monday through Sunday, varies by assignment
- Hours:** 7:00AM – 3:00PM, varies by assignment
- Description:** Duties may consist of cleaning, feeding, watering and holistic care of all animals, including companionship; answering the telephone, delivering customer service; assisting in the adoption process of dogs and cats by personally visiting with those looking to adopt and completing the paperwork. The volunteer may also assist with coordinating with rescue organizations, donation pickup, and events.
- Skills and Abilities:** Communicate clearly and concisely (both verbally and in writing); conduct themselves in a positive and professional manner and maintain strict confidentiality. Enjoy working with animals and the ability to lift or handle animals as necessary.
- Requirements:** Applicant must successfully complete a criminal history, truth verification test (polygraph or Voice Stress Analysis) and fingerprinting. Volunteers will be required to attend trainings and meetings.
- Application:** Please complete the City Volunteer Application, the Public Safety Supplement, and the Public Safety Questionnaire which can be found at [www.ajcity.net/pdvolunteers](http://www.ajcity.net/pdvolunteers). The application can be e-mailed to [scarney@ajcity.net](mailto:scarney@ajcity.net), delivered in person to the Police Department at 1001 N. Idaho Rd. or mailed to the City of Apache Junction, Police Department, 300 E. Superstition Blvd., Apache Junction, AZ 85119. EEO