



## Volunteer Job Description

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### County Shelter Ambassador

Thank you for your interest in helping Old Dogs New Digs! We are a tax-exempt 501(c)(3) nonprofit organization founded in 2016 by a handful of friends who have volunteered for various animal rescue groups through the years. We all have a soft spot for that sweet senior dog sitting and waiting in the shelter without a home or family, and we're doing what we can to make sure their last years, months, weeks, and days are spent immersed in the comfort and love they deserve. We look forward to hearing about how you can and would like to join this effort!

To express your interest in filling the Shelter Ambassador role for your county, please email ODND at [woof@olddogsnewdigs.com](mailto:woof@olddogsnewdigs.com) or complete our [volunteer survey](#).

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**Desirable Characteristics for this role:** Strong interpersonal communication skills; Problem-solving capabilities; Diplomatic; Organized

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#### Responsibilities:

- Develop and maintain positive relationships with shelters and rescue groups
    - Meet with shelters and rescue groups to introduce ODND's mission, present our contract / working agreement, and get their sign-off
    - Check in frequently with shelters and rescue groups, and monitor their Petfinder postings to learn of any new senior dog intakes as quickly as possible.
  - Maintain shelter data in ODND's database
  - Assign cases to ODND's most appropriate and available [Case Managers](#)
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#### **WANTED — OLD-DOG-LOVING COUNTY SHELTER AMBASSADOR**

Old Dogs New Digs is seeking County Ambassadors to collaborate with all shelters in their county to establish and maintain a positive and open relationship with each shelter; to define ODND's role with each shelter as being a resource for them; to be aware of any senior dogs taken into each shelter as soon as possible; and to collaborate with the most appropriate ODND's case manager to get those dogs out of the shelter and into a foster or forever home.