



Volunteer Job Description Block Captain Assistant

Location:

None. This position can be done from home. (*Preferred community member from 46201 or 46203*)

Purpose:

Block Captain Assistants follow up with or reach out to neighbors in the community that are in need of or have used any of the animal welfare resources. The Block Captain Assistants will check for other needs, problems with the resources or collect other comments from the community.

Key Responsibilities:

- Stay up-to-date on the variety of services and opportunities in the city of Indianapolis
- Answer questions regarding animal welfare from the community
- Phone neighbors to check the quality and usability of services
- Work closely with the local block captain to reach out to neighbors in need

Reports To:

Block Captains and Community Outreach Coordinator

Time Commitment:

Minimum donation of 4 hours/month required.

Qualifications:

- Must be able to interact positively with community members and other volunteers
- Friendly, pleasant manner
- Openly supports the mission and efforts of IndyHumane and their partner organizations
- Well versed and educated on the animal welfare resources across the city
- Comfortable reaching out to and working with known animal abusers (in any way, i.e. hoarders, puppy mills, chaining, etc.)
- Phone etiquette

Age Requirement:

Must be at least 18 years of age

Training:

- Information Session
- Basic Training
- Shadow another Block Captain or the Community Outreach Coordinator making follow up phone calls

Dress Code:

- None

Support:

Training for this position will be provided. In addition, the Community Outreach Coordinator and all Managers on Duty are available for questions and assistance.