Drumheller & District Humane Society

Volunteer Role Description: Canine Coordinator

Our Mission: To provide care for animals in need while advancing animal welfare through education, advocacy, and community support.

Volunteer Contributions: with only 2 part time paid staff members DDHS board members are integral to the operations of the shelter.

Role: The Canine Coordinator works in collaboration with the Shelter Coordinator and the Board of Directors to oversee and facilitate the Drumheller Humane Society Canine Program.

Reports to: Shelter Coordinator and Board of Directors.

Specific Responsibilities:

- Contribute to the strategic direction and ongoing facilitation & development of the Canine Program.
- Maintain open, collaborative communication with the Shelter Coordinator and volunteers; prepare updates/reports for the Board.
- Follow established board/staff–approved training and handling protocols
- Assist with or arrange transport for veterinary appointments (drop-off/pick-up).
- Support meet-and-greet and adoption appointments.
- Fill in for open volunteer shifts when needed (walking, feeding, enrichment, cleaning).
- Assist with recruiting, training, and mentoring canine care volunteers.
- Develop and maintain the dog volunteer schedule.
- Ensure accurate and organized record-keeping for canine files (daily checklists, behavioral notes).
- Capture and/or coordinate photos, videos, and stories for social media content.
- Monitor and maintain adequate dog supply inventory; report needs to Shelter Coordinator/Board.
- Contribute to and help implement policies and procedures for canine care.
- Provide input and assistance with enrichment and training to support dog health, well-being, and socialization.
- Support fundraising events, adoption events, and other public engagement opportunities.
- Assist with keeping dog areas organized and clean, including managing donations.
- When leaving the role, participate in the recruitment and training of your replacement.
- Perform other duties as assigned and adapt to evolving organizational needs.

Qualifications:

- Must live in Drumheller or surrounding area and be able to attend the shelter regularly.
- Must be at least 18 years old.
- Demonstrated interest in animal welfare and the care of surrendered, neglected, or abandoned dogs.
- Prior experience in dog care, handling, or training (shelter, rescue, kennel, or veterinary experience considered an asset, but we are willing to train the right person).
- Strong communication and organizational skills; able to coordinate volunteers and schedules.
- Reliable, committed, and able to balance both hands-on and administrative tasks.
- Ability to work respectfully and professionally with staff, volunteers, adopters, and community members.
- Comfortable using email, spreadsheets, and digital communication tools.
- Create and support a welcoming, inclusive and safe environment for staff, volunteers, adopters, and community members.
- Must become a DDHS member and pay annual membership fees ($20/individual, $25/family).

Time Commitment: Approximately 5–10 hours per week (combination of in-person and remote).

- Lower end (5 hrs): Weeks with no events, fewer appointments.
- Higher end (8–10 hrs): Weeks with new intakes, adoption events, or volunteer training.

Term: Minimum 1 year (no maximum).

Location: 31 Hy-Grade Crescent, Drumheller, Alberta T0J 0Y0

Benefits:

- Make a direct impact on dogs in need and help them find forever homes.
- Gain hands-on experience in canine care, enrichment, and program management.
- Strengthen leadership, training, and organizational skills.
- Connect with a network of animal lovers, professionals, and community members.
- Opportunity to represent DDHS in the community and help shape the growth of the canine. program.
- Personal fulfillment of giving back in a meaningful way.