



AmeriCorps Position Description

Chelan-Douglas Community Action Council
AmeriCorps Program
1700 N. Wenatchee Avenue
Wenatchee, WA 98801

Wenatchee Valley Humane Society
1474 S Wenatchee Ave.
Wenatchee, WA 98801

Liz Drath-Director of AmeriCorps
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Ryan Boner- Primary Site Supervisor
(509) 423-9376/ TNR@wenatcheehumane.org
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Position Title: AmeriCorps Community Programs Specialist

Days/Hours of Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time			10:00 AM	10:00 AM	10:00 AM	10:00 AM	9:00 AM
Ending Time			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
Length of lunch break (30 or 60 minutes)			30 Min	30 Min	30 Min	30 Min	30 Min

Organization/Program Description:

Wenatchee Valley Humane Society provides services to the pets and people of Chelan and Douglas Counties, as well as to 8 cities and towns in our region. Our mission is to build a safer, more supportive community for pets and people. We have three areas of operations: Animal Care and Control, the Shelter, and the Veterinary Clinic. We provide veterinary wellness and spay/neuter services for income-qualified residents' dogs and cats, shelter for homeless and stray companion animals, TNR for community cats, and enforce animal care and control laws according to the local jurisdictions. We operate a monthly pet food bank, provide outreach vaccine clinics for pets living with unhoused individuals, and hope to expand the "Reach and teach" program for humane education in local schools.

Service Location Description:

The AmeriCorps Community Programs Specialist will work in an office/veterinary clinic setting with occasional outdoor events

Position Description:

The Community Programs Specialist will help expand and strengthen our community-based services that support both pets and the people who love them. The member will work to expand our pet pantry program by increasing donations, identifying additional storage capacity, and developing partnerships with local food banks to include pet food in their distributions regularly. The member will also help coordinate with community partners—such as food banks and other social support providers—to host recurring pet wellness events, including vaccination clinics, microchip implantations, and licensing services. Additionally, the member will support humane education efforts by collaborating with local schools to expand access to our educational programs.



Working closely with the Community Programs Manager, the member will assist with outreach, planning, and program development, and may also provide support to the Trap/Neuter/Return (TNR) program as needed, including coverage during the manager's days off

Responsibilities and Related Tasks:

Expand Community Pet Pantry Program

- Solicit donations from individuals, businesses, and community partners.
- Identify and secure additional storage space for pet food and supplies.
- Develop partnerships with local food banks to regularly include pet food in their distributions.

Coordinate Community Pet Wellness Events

- Collaborate with food banks and other social service providers to host recurring vaccine, microchip, and pet licensing events.
- Assist with event planning, logistics, promotion, and day-of support.

Support Humane Education Outreach

- Partner with schools to expand delivery of humane education programming.
- Assist with scheduling, classroom presentations, and outreach to teachers and administrators.

Assist Community Programs Manager (CPM)

- Work closely with the CPM to support and grow community programs.
- Provide backup support for the Trap/Neuter/Return (TNR) program as needed.

Required Qualifications:

- Clear and effective oral and written communication skills
- High school diploma, GED, or equivalent
- Basic workplace technology skills, including email and Google Workspace
- Ability to meet insurance requirements to drive WVHS vehicles
- Must not be allergic to animals

Desired Qualifications:

- Bilingual in Spanish and English
- Experience with marketing, social media, or basic design work
- Outgoing, people-oriented personality with strong advocacy skills for both people and pets
- Knowledge of animal welfare, shelter operations, or basic animal behavior



Reference the Member Service Agreement (MSA) for a comprehensive listing, including prohibited activities.

AmeriCorps Member Signature

Date

Primary Site Supervisor Signature

Date

AmeriCorps Director Signature

Date

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement