

McKamey Animal Care and Adoption Center
Volunteer Job Description

Title: Cartridge Collector

Major Objective: To reduce the amount of waste in landfills and to raise funds for the McKamey Animal Care and Adoption Center.

Responsibilities:

- 🐾 Recruit local businesses to save their used ink cartridges
- 🐾 Pick up used ink cartridges at the businesses' request and return promptly to the Volunteer Coordinator
- 🐾 Sort ink cartridges
- 🐾 Assist with additional duties involving donation cans when necessary

Qualifications:

- 🐾 Positive and friendly attitude
- 🐾 Excellent appearance and common courtesy habits when dealing with potential partners
- 🐾 Minimum of 18 years of age
- 🐾 Valid driver's license
- 🐾 Vehicle

Training:

- 🐾 Attend orientation program
- 🐾 Supervised on-the-job training with Volunteer Coordinator or other appointed staff
- 🐾 Read and understand Center policies

Time and Place:

Participating businesses will contact the Volunteer Coordinator when they have a full supply of ink cartridges. The Volunteer Coordinator will then contact the volunteer to pick up the cartridges in a timely manner.

Supervision:

Direct supervision by the McKamey Animal Care and Adoption Center staff