



# Volunteer Program





## Interested in Volunteering?

From in-shelter support to at-home foster care, volunteers are involved in every part of the work we do at our shelter. We have volunteer opportunities that require different time commitments, schedules, and focus. Some work directly with the animals in our care and others are more behind-the-scenes. We look forward to working with you to find a volunteer role that matches your skills, interests, and schedule to our shelter's needs so that you can make a big difference in the lives of animals waiting for their forever homes.

### Volunteers must meet all of the following requirements:

- Be at least 16 years of age. If you are younger than 16, you must be accompanied by a parent. You must be 18 years of age to work with our dogs.
- Be able to commit to a regularly scheduled, recurring shift. Shifts are 1-4 hours depending on assignment. We ask for a 6 month commitment and a minimum of one shift per week.
- Read and comprehend detailed policy and protocol information as well as being able to remember and follow shelter rules.
- Communicate professionally, as human interaction is a requirement of all volunteer roles.
- Be able to physically fulfill the duties of their volunteer role. Most volunteer roles require volunteers to: be able to stand, and/or walk for up to 1 hour; be able to lift and carry up to 20 lbs.; be able to reach and lift; be able to talk to customers, employees and other volunteers.

### Still Interested?

- **Submit a VOLUNTEER APPLICATION** We'll then compare your application with our available volunteer opportunities and if we find that your application matches our needs, we will invite you to a Volunteer Orientation
- **Ensure You Receive a Reply to Your Application** We will reply to your application within 1-2 weeks of receiving it. If your email system uses SPAM filters, please be sure to monitor your JUNK mail folder.
- **Attend a VOLUNTEER ORIENTATION** At orientation, you will be taken on a tour of the shelter. You'll also learn more about our programs and policies so you can start your volunteer work equipped with the information you need to successfully contribute to our mission.

At the end of the orientation, if you decide we are the right fit for you, you will receive a folder containing orientation and role-specific training packets. All volunteers need to purchase a Dodge County Humane Society T-shirt. (\$15 + tax)

- **Attend TRAINING for Your Volunteer Position** You will meet with a designated staff member or volunteer who will train you in your new role.

After these steps are completed, you're ready to volunteer! Thank you for your interest in becoming part of our volunteer team!



## DCHS Volunteer Job Descriptions

The following is a short description of each of the volunteer positions here at the Dodge County Humane Society.

**Commitment Levels:** You will notice that the positions are classified by commitment level. Please keep in mind that we depend on volunteers to perform many necessary duties in and out of the shelter. It is very important that you keep any commitment that you have made.

### Special Events/Transportation

**Skills:** Good people skills, dependability, professionalism while representing the DCHS.

**Duties:** Varies depending upon the type of event but may include transportation to and from vet appointments, picking up dog and cat food from vendors, registration, handing out literature, selling items, crowd control, taking donations, answering phones, distributing refreshments, etc.

**Commitment:** Flexible (As needed, may be held onsite or other locations)

### Tails on the Trail

**Skills:** Should have knowledge and experience in the care, handling and training of dogs and puppies.

**Duties:** Walking dogs

**Commitment:** Flexible. Must commit to a minimum of a one, one hour shift per week. (Available during adoption hours only)

### Customer Care Assistant

**Skills:** Must be good with people, have good phone skills, knowledgeable of the shelter, organized, and outgoing.

**Duties:** Greet the public upon entering the building, answer phones and instruct patrons on how to navigate the shelter. Direct patrons to the proper staff members or volunteers that can assist them with their needs.

**Commitment:** High. Must commit to a minimum of one, four hour shift per week. (Available during adoption hours only)

### Cat Meet and Greet Assistant

**Skills:** Experience in handling and caring for cats and kittens preferred. Strong people and communication skills necessary.

**Duties:** Greet patrons and ask questions to determine what type of cat our patrons are looking for and help them find the type of cat that is a good fit in their household.

**Commitment:** High. Must commit to a minimum of a one, two hour shift per week. (Available during adoption hours only)



### **Advocats**

**Skills:** Experience in handling and caring for cats and kittens preferred. Strong communication skills needed.

**Duties:** Advocats are people who love to give a cat what it needs. We teach you how to do that through observation and communication. This group helps keep cats healthy and adoptable while in the shelter by providing one on one special care.

**Commitment:** Flexible. Must commit to a minimum of one, one hour shift per week. (Available during adoption hours only)

### **Cleaning Assistant**

**Skills:** In good physical condition, Able to multi-task, Need to be an early bird.

**Duties:** Assist in preparing the shelter for opening each morning, Assist with cleaning dog kennels and cat cages, Feeding and watering animals, Mopping and stocking supplies.

**Commitment:** High. Must commit to a minimum of one, four hour shift per week. (This position takes place in the morning before the shelter opens)

### **Dog Meet and Greet Assistant**

**Skills:** Good people skills, Ability to handle very excited dogs, Knowledge of basic dog care and handling, outgoing personality.

**Duties:** Greet patrons and advise them of adoption procedures. Ask questions to determine what type of dog our patrons are looking for and help them find the type of dog that is a good fit in their household. Safely retrieve dogs from kennels and assist with meet and greets.

**Commitment:** High. Must commit to minimum of one, three hour shift per week. (Available during adoption hours only)

### **Dog Enrichment**

**Skills:** Should have knowledge and experience in the care, handling and training of dogs and puppies, Good people skills needed, Ability to work in a team, Should be in good physical condition.

**Duties:** Exercise and train good behavior manners in dogs up for adoption.

**Commitment:** High (This position is available before and during adoption hours, minimum of 2 hour shifts)



## Special Programs

### Volunteer Kids Corner and Family Program (Minimum age requirement: 6 years old)

**Skills:** Must have a compassion and respect for all animals and enjoy hands-on projects.

**Duties:** Assist with a variety of projects for our canine and feline enrichment program.

**Commitment:** Flexible (This position is available during adoption hours and must be scheduled in advance)

### Foster – New Leash on Life

**Skills:** Knowledge of how to care for dogs that have mild behavior problems.

**Duties:** Care for dogs in your own home under the advisement of shelter staff.

**Commitment:** Flexible (This position is performed in your home, as needed)

### Foster – Foster Team

**Skills:** Knowledge of how to care for infant kittens or puppies, adult cats or dogs, which are sick or injured, nursing, etc.

**Duties:** Temporarily care for small kittens, nursing mothers and their babies, sick and/or injured animals, animals who have undergone surgery, animals needing time away from the stressful shelter environment. You can foster an animal from two weeks to a month or more depending on the situation. The DCHS provides all food and pays for all medical care.

**Commitment:** Flexible (This position is performed in your home, as needed)

## Behind the scenes

### Fund Raising

DCHS puts on several fundraising events each year, we need volunteer help to plan, host and support these events. People to secure donations of merchandise, food and money are in particular demand. In addition, we want to add new fundraising techniques such as web-based advertising, email, sponsorships, etc. Anyone who has experience or interest in fundraising is welcome.

### Grant Writing

As a 501c3 not-for-profit organization, DCHS qualifies for grants from government and corporate entities. Grant writing is a specific skill and we need experienced volunteers to help research and apply for appropriate grants.