



# VOLUNTEER PROGRAM TEAM ASSIGNMENTS

## Volunteer Team Assignments at the Admission Center

**Cat Butlers:** Clean the cat kennels at the Admission Center. Depending on how many cats we have, the assignment could take 1 to 3 hours to complete.

🐾 **Shifts:** AM Shifts available!

🐾 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

**Play Yard Attendant:** Give extra attention and enrichment to the dogs at the Admission Center by playing with the dogs in one of our play yards. The dogs at the Admission Center really need your help too!!

🐾 **Shifts:** \*Shifts to be determined!

🐾 **Training:** Dog Handling & Completion of the On-line Training Course and a Shadow Training Session is required.

**Dog Kennel Keeper:** Cleans the dog kennels while a staff member takes the dog to the play yard.

🐾 **Shifts:** AM Shifts available!

🐾 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

**Puppy Kennel Keeper:** Cleans the puppy kennels!

🐾 **Shifts:** AM Shifts available!

🐾 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

**Meds:** Administer medication to dogs and cats. Volunteers can expect to spend 30-60 minutes on their shift, depending on how many pets there are to treat.

🐾 **Shifts:** AM & PM Shifts available!

🐾 **Training:** On-the-Job Training Session is required.

**Laundry:** Laundry volunteers wash, dry, and fold blankets, towels, and other linens.

🐾 **Shifts:** AM & PM Shifts available.

🐾 **Training:** Online training required.

**Recycling & Donations:** This involves taking recycling and/or unneeded donations off-site. Gather recycling from throughout the Pet Adoption Center (PAC) and/or the Admission Center and bring to 3600 Yates Mill Road for recycling. Familiarize yourself with what is recyclable and what is not so you can remove items as necessary from recycling bins.




# VOLUNTEER PROGRAM TEAM ASSIGNMENTS

## Volunteer Team Assignments at the Pet Adoption Center


### CAT TEAM ASSIGNMENTS


**Cat Butler:** Cat Butlers clean the cat rooms in the adoption area. They scoop litter boxes, clean kennels, replace linens if soiled, make sure fresh water is available, sweep and mop floors, and clean windows.

 **Shifts:** AM & PM Shifts available.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

#### Cat Butler Grooming Room:


 **Shifts:** AM - Clean kennels in grooming room, scoop litter boxes, replenish water and linens.

 **PM** - Freshen up the kennels in the Grooming Room (scoop litter boxes, replace soiled linens, replenish water.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.


**Cat Butler Treatment Room:** Cleaning the cages in the Treatment Room. Work around cat as you clean the kennel, scoop litter boxes, replenish water and linens, follow sanitation protocol, then repeat for next kennel.

 **Shifts:** AM & PM Shifts available.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

**Cat Matchmaker:** Do you love people as much as cats? If so, this is the purrfect volunteer team assignment for you! Matchmakers help us ensure that the client experience is one that makes people want to come back and tell their friends about!! They also get to know the cats and promote them to all clients that come to the Pet Adoption Center!

 **Shifts:** AM & PM Shifts available.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

### DOG TEAM ASSIGNMENTS

**Dog Butler:** Take the dogs out into the play yards for exercise and nature calls. Clean up after the dogs outside and inside. Make sure every dog has fun and is well-behaved, focusing on positive reinforcement.

 **Shifts:** AM, MIDDAY & PM Shifts available.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

**Dog Matchmaker:** Do you love people as much as dogs? If so, this is the pawfect volunteer team assignment for you! Matchmakers help us ensure that the client experience is one that makes people want to come back and tell their friends about!! They also get to know the dogs and promote them to all clients that come to the Pet Adoption Center!

 **Shifts:** AM & PM Shifts available.

 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.



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**Puppy Butler:** Puppy Butlers clean and sanitize the puppy tubs and visit rooms. The task requires bending over short tub walls to pick up soiled newspaper, replace dirty linens and other items, and clean. The Puppy Butlers mop floors and wash windows in the puppy area as well.

- 🐾 **Shifts:** AM & PM Shifts available.
- 🐾 **Training:** Completion of the On-line Training Course is required.

**Puppy Matchmaker:** Do you love people as much as puppies? If so, this is the pawfect volunteer team assignment for you! Matchmakers help us ensure that the client experience is one that makes people want to come back and tell their friends about!! They also get to know the puppies and promote them to all clients that come to the Pet Adoption Center!

- 🐾 **Shifts:** AM & PM Shifts available.
- 🐾 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

## **SMALL PETS VOLUNTEER TEAM ASSIGNMENTS**

**Small Pets Butler:** Clean cages for rabbits and small animals (guinea pigs, hamsters, etc.). Entertain, exercise and socialize the animals. Learn about the animals to promote them to visitors, and direct interested adopters to adoption survey online.

- 🐾 **Shifts:** AM (MONDAYS) & PM (DAILY) SHIFTS AVAILABLE.
- 🐾 **Training:** Completion of the On-line Training Course and a Shadow Training Session is required.

## **MEDICAL VOLUNTEER ASSIGNMENTS**

**Medical Assistant:** Assist the Medical Staff in daily tasks.

- 🐾 **Shifts:** TBD
- 🐾 **Training:** Special training required.

**Meds:** Administer medication to the dogs and cats at the Adoption Center.

- 🐾 **Shifts:** AM & PM Shifts Available.
- 🐾 **Training:** On-the-Job training required.

## **BEHIND THE SCENES TEAM ASSIGNMENTS**

**Laundry:** Laundry volunteers wash, dry, and fold blankets, towels, and other linens.

- 🐾 **Shifts:** AM & PM Shifts Available.
- 🐾 **Training:** Online training required.

**General Cleaning:** You will check in with a Purple at the beginning of your shift to see what is needed. Tasks may include washing dishes, taking out trash, clearing the loading dock, cleaning crates, mopping, washing windows, helping with curb appeal, and other miscellaneous tasks as needed.

- 🐾 **Shifts:** AM & PM Shifts Available.



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**🐾 Training:** On-the-Job training required.

**Super Scrubbers:** Super Scrubbers are a team of volunteers that deep-clean the dog rooms every other Saturday from 9-11 AM. This is a perfect task for couples, small groups, or volunteers who want to meet other people! You may get wet so please dress accordingly (we recommend waterproof boots).

**🐾 Shifts:** every other Saturday from 9-11 AM.

**🐾 Training:** On-the-Job training required.

**Events:** Depending on the event, we have a lot of ways for you to help out!! We have a lot of fun at our events that help the people and pets in our community! Upcoming events and shifts will be published in the weekly newsletter! On-the-job training provided.

**Pet Transport:** Can you help us transport pets from area shelters or to and from the Admission Center and the Pet Adoption Center? Do you have a good driving record? Do you have a large vehicle? If so, this is a great way to help out the pets that need our help!!

**Recycling & Donations:** This involves taking recycling and/or unneeded donations off-site. Gather recycling from throughout the Pet Adoption Center (PAC) and/or the Admission Center and bring to 3600 Yates Mill Road for recycling. Familiarize yourself with what is recyclable and what is not so you can remove items as necessary from recycling bins.

## **COMMUNITY INITIATIVES VOLUNTEER TEAM ASSIGNMENTS**

**Food Barrel:** Pick up donations at store and unload vehicle at SPCA Adoption Center loading dock (must be able to do both without assistance from store or SPCA employees). Will be contacted by store for pickups. On-the-job training provided.

**Friendship Café:** Do you love talking to people in the community about their pets? If so, this is for you! We partnered with Meals on Wheels to attend their Friendship Cafés throughout our community, we provide those in need the pet food and supplies they may need to take care of their pets! Shift schedule TBD. On-the-job training provided.

**Voicemail Retrieval:** Working with our fabulous helpline staff you will assist in transcribing voicemails. On-the-job training provided.

## **FOSTER VOLUNTEER TEAM ASSIGNMENT**

**Foster Assistant:** In order to become a foster assistant to help process people in our community that are interested in becoming a foster for us, you must be 18 or older, be an experienced volunteer or foster parent, in order to be able to answer complex questions. Be a people-person that loves animals! Training program TBD!