

# **CLAY COUNTY ANIMAL CARE & CONTROL**



## **VOLUNTEER PROGRAM**

2-1-08

C. Goon, Director  
3984 State Road 16  
Green Cove Springs, FL  
904-269-6342

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**The Clay County Animal Control & Control** is looking for candidates for our volunteer program. Volunteers are an essential part of the shelter team. As volunteers, you will be able to both share your time and talents for animals in need. We have a wide variety of opportunities available.

**Volunteer Opportunities Include:**

1. Animal Groomers & Washers
2. CatCuddlers
3. Dog Walkers & Trainers
4. Social Skills Trainer
5. Anti-Cruelty Program
6. Critter Care-Taker
7. Digital Photographer



**Volunteer Requirements:**

1. Must be 18 years of age or older
2. Complete application process
3. Attend orientation class
4. Must be able to lift 50lbs from ground level to above head level
5. Must be able to bend, stoop, twist, run, and pull
6. **Euthanasia** is a part of our program, all candidates must consider this before applying

## Animal Groomer & Washer

### Program Description:

Volunteers in the Dog Grooming and Washing program bathe and groom shelter dogs and cats. The goal of the program is to increase adoptions by presenting clean, happy dogs and cats to their potential new families. The grooming time should be a fun experience for the groomer and a time of affection and attention for the animals.

### Volunteer Will:

1. Groom adoptable animals and keep them attractive for potential adopters.
  - Grooming includes brushing, clipping, and bathing adoptable cats and dogs.
2. Keep bathing area clean.
3. Stock grooming supplies.
4. Washing of towels and bedding
5. Show affection and attention
6. Be able to work in teams or groups



### Required Skills:

1. Have basic experience in animal behavior and handling.
2. Possess ability to interact with members of public in a warm and positive manner.
3. Have good verbal and communication skills "Because we schedule and work in pairs and groups, it is important that volunteers communicate with each other regarding scheduling and work as a team."
4. Ability to use different kinds of grooming equipment and supplies.
5. Recognize and report health problems in adoptable animals.
6. Must have strong dog and cat handling skills and must be confident in their ability to remove dogs from their kennels and cats from their cages." The lifting of dogs in and out of the grooming tub requires some physical strength."
7. Must be willing to get wet and get their cloths dirty

### Special Notes:

1. Volunteers may interact **ONLY** with those animals already available for adoption.
2. Volunteers will **NEVER** make decisions or recommendations concerning which animals should be made available for adoption.
3. Volunteers are restricted from any interaction with incoming, strays or quarantined animals.
4. Volunteers may interact **ONLY** with members of the public who are interested in adopting.

## Cat Cuddlers

### Volunteer Will:

1. Spend quality time nurturing and playing with adoptable cats
2. Play with only one cat at a time, holding and sharing as much love as possible
3. Groom cats, helping them become more sociable
4. Assist in keeping the cat room clean and presentable to the public

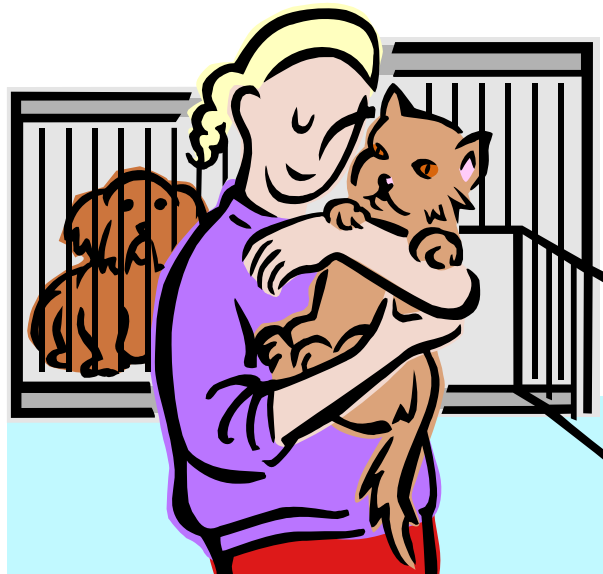
### Required Skills:

1. Have basic understanding of cat behavior
2. Be willing to spend time cuddling and playing with adoptable cats
3. Recognize and report health problems in the adoptable cats
4. Take responsibility in sanitizing hands between handling each cat to help in preventing the spread of disease



### Special Notes:

5. Volunteers may interact **ONLY** with those animals already available for adoption.
6. Volunteers will **NEVER** make decisions or recommendations concerning which animals should be made available for adoption.
7. Volunteers are restricted from any interaction with incoming, strays or quarantined animals.
8. Volunteers may interact **ONLY** with members of the public who are interested in adopting.



## Dog Walkers

### Program Description:

Volunteers in this program walk adoption dogs once a day in an area around the shelter. The goal of the program is to provide adoptable dogs at the shelter with much-needed exercise, human contact, mental stimulation, and basic commands. The Dog Walking Program has two components: weekday walking and training and Saturday walking and training.

### How Can Volunteers Help?



### Weekday and Saturday Walking:

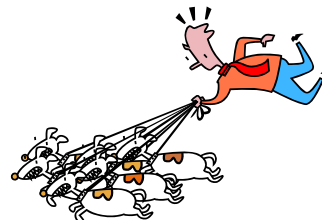
The dogs are walked once a day six days a week. Morning walkers walk the dogs between 8 AM and 10 AM.

### Volunteer Will:

1. Spend time with adoptable dogs
2. Give adoptable dogs quality one-on-one time out of their kennels to help promote healthy socialization skills
3. Walk and play adoptable dogs

### Required Skills:

1. Have basic understanding of dog behavior
2. Have ability to handle dogs of all sizes
3. Be willing to give positive attention and time to adoptable dogs
4. Be willing to clean up after the dogs if they eliminate outside of their kennels
5. Recognize and report health problems in adoptable dogs.



### Volunteer Qualifications:

We need volunteers who can commit to a consistent schedule. We walk dogs every day when we are open - in rain, and during holidays. The dogs rely on the volunteers to get them out of their kennels once a day.

Strong leash skills and dog handling skills are required. Many of the shelter dogs are large and strong and have minimal or no leash training. Ability to handle and train these dogs (in basic commands) is an essential part of this program.



## Dog Walking Rules

1. Please sign in. It's important that the shelter staff knows who is coming and going.
2. Select a chain, collar and a sturdy lead-gentle leads are also available.
3. Go to the dog's kennel and read the information on the kennel door.
4. **Pick a dog according to your size and skill level.**
5. Take a moment to interact with the dog before entering the kennel.
6. Enter the kennel and close the door-do **NOT** attempt to leash your dog with the door open.
7. Do not let the dog jump up on you - prospective owners want a well-behaved dog.
8. Put the collar and leash on the dog.
9. Before exiting the kennel, be sure there are not any other "loose" dogs in your exit path.
10. Make sure you are in **FULL** control of your dog before exiting the cage.
11. For reason of safety and health, **DO NOT LET YOUR DOG APPROACH ANOTHER VOLUNTEER WHO HAS A DOG.** Always maintain a 6-foot distance between your dog and any other dogs in the vicinity.
12. Maintain control of the dog at all times.
13. If, for some reason, your dog gets into a fight with another dog. **DO NOT** attempt to break up the fight. Report the incident to an Animal Control Officer or a Supervisor immediately.
14. When returning your dog to its kennel. Go into the kennel with the dog on the leash. If the kennel is being cleansed, **DO NOT** allow the dog in, as it will burn their paws. Bring the dog to an empty kennel, or take the dog out for another walk until the kennel has been rinsed out.
15. Do not leave collar and leash on dog.
16. Close the door securely behind you before removing the collar and leash.
17. After exiting kennel, be sure to make sure gate is closed tight.
18. Remember to disinfect your hands with anti-bacterial gel before handling another dog.
19. When walking dogs on wet rainy days, wipe off muddy paws with towel upon entry.
20. Do not bring your child/children to the shelter. Shelter rules state that no child under the age of 18 is to ever handle the animals.
21. Finally, please be considerate of shelter staff. Keep in mind that it is not their responsibility to help volunteers perform our "jobs" when we are there.



## Social Skills Trainers

### Volunteers will:

1. Have daily contact with adoptable dogs only.
2. Teach adoptable dogs basic skills and manners in order to make them easier to place in a home.

### Tasks

### Trains adoptable dogs to:

1. Sit, down, stay and come
2. Leave it, take it
3. Remain in a sit position until released while food is being placed on the ground.
4. Remain in a sit position until released while door is being opened.
5. Allow its paws, ears and mouth to be examined and handled.
6. Accept basic grooming.



### Knowledge, Abilities and Skills

### Volunteers should:

1. Have basic experience in dog behavior and handling.
2. Be willing to spend the time needed to teach these basic skills.
3. Have the ability to be comfortable handling dogs that may not have had any training.



### Special Notes

1. These dogs may jump up, be mouthy, want to chew, pull on the leash, etc.
2. Volunteers may interact with ONLY those animals already available for adoption.
3. Volunteers are restricted from any interaction with incoming, strays or quarantined animals.
4. Volunteers may interact with ONLY those members of the public who are interested in adopting animals.
5. Volunteers will NEVER make decisions or recommendations about which animals should be made available for adoption.
6. Volunteers MUST be able to stoop, bend, twist, run, pull and lift.
7. Volunteers MUST be able to view and be near EUTHANASIA at times.



## Anti-Cruelty Program

### Program Description:

Volunteers in the Anti-Cruelty Program evangelize the shelter's message of proactive compassion, educate Clay County's citizens about animal cruelty, and encourage them to report abuse to Clay County Animal Control Care & Control so appropriate action can be taken to rescue animals in need.

### How Can Volunteers Help?

**Door hangers** - Going to neighborhoods where abuse is most prevalent and distributing door hangers that provide information on reporting animal cruelty. **Furry food drive** - Collecting and distributing cat and dog food to low- income families with animals in need.

**Doghouse drive** - Helping the shelter collect donations of used doghouses and cat dwellings.

**Inclement Weather Awareness** - Spreading the word about the danger of keeping pets in cars during sunny months and the need for proper shelter during cold and rainy weather.

**Special events** - Working at special events throughout the year, including Pet Adoptions at different locations, fairs where volunteers set up Anti-Cruelty booths.

**Fundraising** - Fundraising for the Help The Animal Fund, which pays the veterinary bills incurred in the rehabilitation of abused animals.

### Claws and Paws photos at the shelter:

Setting up photo taking at the shelter for the public to bring their pets in to have photo's taken.

### Annual Adoption Rummage Sale:

Running the sale during the CCACAC Adoption. Proceeds benefit the abuse and neglect programs.

**Elementary School Outreach** - Speaking to elementary school classes about proper treatment of companion animals, to foster awareness and compassion in the future generations.

### Volunteer Qualifications

1. A dedicated passion for helping abused animals and eradicating cruelty.
2. The strength and level headedness to stay focused on the mission of the program.
3. The emotional strength to handle disturbing stories of abuse. Volunteers will see animals brought into the shelter in vary poor condition, and will come in contact with people who do not know how to take care of their animals.



## Critters

### Program Description

Volunteers in the critters program provide care and attention to all the non-dog or cat animals that come into the shelter in a variety of ways. The goals of the program are to provide the necessary attention to these animals needs, work on socialization to help these animals be more adoptable, and increase the number of adoptions by the public outreach and awareness. We also strive to educate the public and the volunteers in care and handling of small animals.



### How Volunteers Help

#### Care and Handling The Shelter Animals

1. Volunteers set up cages, provide treats and toys, grooming, socialization work, rides to and from vet visits, and exercise on a case-by-case basis.

#### Public Outreach

1. We attend off site adoption events and other shelter events to promote public awareness or small animals at the shelter.

#### Volunteer Qualifications

1. Volunteers should have good animal handling skills
2. Some small animal experience (rabbit, guinea pig, hamster, etc.) It is appreciated but not mandatory
3. Patience and tolerance for distractions are necessary qualifications for critter team volunteers
4. Willingness to spend time outside of the shelter at public events or posting flyers
5. Volunteers should be dependable and reliable
6. Glittering can oftentimes be a solo duty, so volunteers need to be able to work within the guidelines of the program on an independent basis

#### Time Commitment

A commitment of at least one hour per week is preferred. The time commitment depends, of course, on number of critters at the shelter.



## Digital Photographer

### Volunteer Description

Volunteers in the digital photography program create high quality, engaging pictures and written descriptions of adoptable animals at the Clay County Animal Control & Control Shelter, and post this material on the Internet. The goal of the program is to increase the number of adoptions of shelter animals by making adoptable animals easy "**browse able**". The program runs in cooperation with the [www.petfinder.com](http://www.petfinder.com) website, which allows individuals interested in adopting a pet to search a database of animals available to participating shelters all over the country.

### How Can Volunteers Help

1. **Photography, writing, and handling the shelter** animals-volunteers take photographs of the adoptable animals with the shelter's digital camera, write up appealing descriptions of these pets, and handle and calm the animal. Roles rotate weekly, so each volunteer will have an opportunity to participate in all aspects of the teams work.
2. **Web Work**-Some teams members are responsible for uploading both the photographs and the written description onto the website

### Volunteer Qualifications

1. We need creative individuals who have some technical ability, either in writing or photography
2. Volunteers should be detail oriented people who can give attention to photographic quality and written consent
3. Volunteers should have good handling skills
4. Patience and tolerance for distractions are necessary qualities for digital team volunteers
5. Individuals who would like to do web work must have an aptitude for working with computers, have a good sense of photographic quality, and have a photo-editing software program and access to the internet
6. Be cause the success of each photo shoot depends on all team members, we seek individuals who thrive in a team environment and enjoy working with others

### Time Commitment

A commitment of at least two hours per week is preferred. Bi-weekly shifts can be arranged. Clay County Animal control works Tuesday through Saturday.



## Clay County Animal Shelter Volunteer Host/Hostess

### Tasks

1. Greet and direct public to desired areas of the shelter

### Knowledge, Abilities, and Skills

1. Have the ability to interact with members of the public in a warm and positive manner
2. Have good verbal communication skills

### Special Notes

1. Volunteers MUST be able learn shelter policies and follow instructions
2. Volunteers are restricted from any interaction with incoming, strays or quarantine animals
3. Volunteers must learn layout of shelter so they will be able to assist the public
4. Volunteers will NEVER make decisions or recommendations about which animals should be made available for adoption or euthanized.



## **Clay County Animal Control Care & Control Kennel Technician Helper**

### **Volunteers Will**

1. Help kennel technicians with cleaning tasks.

### **Tasks**

1. Wash, dry and fold laundry.
2. Wash food and water bowls and other utensils.
3. Clean sidewalks.
4. Clean windows.
5. Help restock work areas.

### **Knowledge, abilities and Skills**

### **Volunteers Should**

1. Have basic knowledge of washer and dryer.
2. Have verbal communication skills and be able to follow instructions.
3. Be neat with cleaning tasks.
4. Have basic knowledge of gardening skills.

### **Special Notes**

1. Volunteers will not handle any cleaning products, tools or machines, other than those specified by CCACAC staff or team leader.
2. Volunteers should ALWAYS follow cleaning instructions given by CCACAC staff.
3. Volunteers are restricted from any interaction with incoming strays or quarantine animals.
4. Volunteers will NEVER make decisions or recommendations about which animals should be made available for adoption.
5. Volunteers will handle adoptions ONLY.

**Clay County Animal Care & Control  
3984 S.R. 16 West, Green Cove Springs, Fl 32043  
(904) 269-6342**

**Volunteer Application**

**You Must Be Over 18 Years of Age**

**Today's Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** .

**Home Phone:** \_\_\_\_\_ **Home Fax:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Best time to contact you:** \_\_\_\_\_

**Emergency Contact Person:** \_\_\_\_\_

**Emergency Phone Number:** \_\_\_\_\_



**MORNINGS**

**AFTERNOONS**

**MONDAY:** \_\_\_\_\_

\_\_\_\_\_

**TUESDAY:** \_\_\_\_\_

\_\_\_\_\_

**WEDNESDAY:** \_\_\_\_\_

\_\_\_\_\_

**THURSDAY:** \_\_\_\_\_

\_\_\_\_\_

**FRIDAY:**

**SATURDAY:**

**How many days per month do you believe you will be available?**

\_\_\_\_\_ 1-3    \_\_\_\_\_ 4-6    \_\_\_\_\_ 7-9    \_\_\_\_\_ 10 or more    \_\_\_\_\_ Days per week

**Any Special Notes:**

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Clay County Volunteer Agreement to  
Release and hold Harmless

By signing below, I hereby accept a position as a volunteer at Clay County Animal Control Care & Control (CCACAC), upon the following terms, conditions and understandings:

Terms and Conditions

1. My service to CCACAC are provided strictly in a volunteer capacity as a volunteer, and without express or implied promise of salary, compensation or other payment of any kind whatsoever.
2. My services are furnished without any employment-type-benefits, including employment insurance programs, worker's compensation accrual in any form, vacations or sick time.
3. I will familiarize myself and comply with all policies and procedures applicable to Volunteers at CCACAC. I understand I am expected to strictly adhere to these policies.
4. I understand that CCACAC may terminate my services as a Volunteer at any time, with or without reason and without notice or hearing.

Release

I understand that the handling of animals and other Volunteer activities on behalf of CCACAC may place me in hazardous situation and could result in injury to me or my personal property. On behalf of myself, my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless CCACAC and its Director, County Officials, employees and agents from any and all claims, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my Volunteer activities on behalf of CCACAC.

Signature: \_\_\_\_\_

## Volunteer Orientation Outline

- I. Welcome and Introductions
  - A. Welcome and thank you for volunteering at the shelter
  - B. Brief introduction from volunteer coordinator and each Volunteer
  
- II. Goals, Roles and Expectations of Volunteers
  - A. Goals
    1. Helping Staff
    2. Assisting customers
    3. Animal exercise and socialization
  
  - B. Roles:
    1. Interaction with public
      - a. be courteous and patient
      - b. answer only the questions you know (get others answered by staff) Don't Give Incorrect Information
      - c. Never allow a stray or quarantine animal to be Touched by the public
    2. Helping Staff
      - a. assist public in adoption area and assist public looking for lost pet
      - b. assist staff with cleaning
      - c. assist staff with clerical duties
      - d. Greet public in lobby and assist with direction, etc.
    3. Animals
      - a. exercise
      - b. socialize
      - c. observe behavior and health

## C. Expectations of Volunteers

### 1. Infection control

- a. explain what happened with spread of distemper and the importance of no contact between animals
- b. explain importance of not going from cage to cage without sanitizing
- c. dog play area
- d. puppies must not be on grass, they play on concrete in fenced area
- e. Dogs can play in grass; you must clean-up their poop after they are back in the kennel
- f. Never interact with animals in stray area or strays in lobby

NOTES

