



## Volunteer Job Descriptions

### **Suds and Such:**

Assist in cleaning of kennels, cages, carriers, food dishes, litter pans, and shelter facility according to established cleaning procedures. Includes set up of kennels and cages for following day. Spot clean kennels and cages throughout the day to ensure our residents are as clean and comfortable as possible. Wash and fold laundry. Assist in cleaning and organizing storage areas. Cleaning constitutes a large portion of shelter duties, and is a critical part of keeping our residents healthy.

Suds and Such hours begin at 8:00am every day, including Sundays and all holidays. All volunteers are requested to assist in at least one session of suds and such as part of training in order to understand the steps required to maintain a clean, presentable shelter.

### **Canine Cruiser:**

Walk, brush, play with and perform general socialization and behavior training with dogs and puppies. Socialization is important to make the dogs happier, better mannered and more adoptable.

Hours are during shelter's normal hours of operation plus 8am to noon on Sundays

### **Kitty Cuddler:**

Brush, play with, or just sit with a cat in your lap. Provide general socialization for cats and kittens. Socialization is important to make the cats happier, healthier and more adoptable.

Hours are during shelter's normal hours of operation plus 8am to noon on Sundays

### **Small and Furry Friend:**

Provide socialization for the shelter's often forgotten about residents: rabbits, hamsters, ferrets, gerbils, rats, mice, etc. Includes socialization with the occasional domestic birds. We are in particular need of volunteers interested in writing personality profiles on our bunnies in residence, as well as providing them with the attention they need.

Hours are during shelter's normal hours of operation plus 8am to noon on Sundays

### **Surgery Assistant:**

Monitor dogs and cats recovering from surgery to ensure they have the security of seeing a friendly face upon waking. Provide them with appropriate attention and extra care upon their waking from anesthesia.

Hours vary depending on surgery schedule. Typically Tuesdays and Thursdays during the day

### **Office Assistant:**

Assist shelter staff in general administrative duties such as data entry, filing, copying, send mailers and newsletters. Good organizational and communication skills are a plus.

Hours are typically during shelter's normal hours of operation, plus "take home" projects

### **Groomer:**

Extra grooming is often needed in addition to the everyday brushing of our residents. Washing and drying dogs and cats, combing out matted fur, and trimming nails, are the main grooming tasks to be performed. Prior experience grooming animals is recommended. "One on one" training can be provided to interested volunteers who lack experience.

Hours are during shelter's normal hours of operation after kennel and cage cleaning is completed. 10am to noon on Sundays, after cleaning is completed

**Foster Parent:**

Open your home to animals with special needs. It may be caring for puppies too young to enter a shelter environment, nurturing a litter of orphaned kittens, or providing extra attention to under-socialized animals. Foster parenting can be a very rewarding experience. *You must be 18 years of age or older to be a foster care provider.*

There are no set hours for fostering. Participation in the foster program requires completion of an additional application and foster contract. (This program is currently under development, your patience is requested.) It also requires an in-home visit by shelter staff prior to becoming a foster parent, as well as potential ongoing visits by shelter staff.

**Creative Writer:**

Write biographies and personality profiles for our residents for use on posting on the website and on the descriptive cage cards at the kennel. Requires consultation with staff and other volunteers to reflect the adoptable qualities of the animals.

Contribute to the shelter's quarterly newsletter by finding and composing articles pertaining to the care and responsibilities of companion animals.

**Photographer:**

Show our residents' best faces by taking their photographs to be posted on the website, in local newspapers and on our "adoptables" board maintained at Petco and in the pet department of Walmart. Take photographs at our special events for posting on the website.

"In-shelter" hours are during normal hours of operation and 8am to noon on Sunday

**Gardner/Yard work:**

Help maintain the grounds around the shelter by assisting in lawn mowing, brush trimming and maintaining the flower bed in front of the building. Assist in minor snow removal in the winter. Help create an inviting atmosphere for potential adopters coming to the shelter.

Hours are during shelter's normal hours of operation plus 8am to noon on Sunday

**Seamtress:**

Sort through donated towels and blankets. Cut and hem larger blankets down to sizes to fit cages and to make more manageable for the laundry. Sew flannel pillowcases into "cat mats" for the comfort of our feline residents. No set hours, pick up and drop off items during normal shelter hours.

**Handyperson:**

Assist shelter staff and the shelter's volunteer construction contractor in making repairs to and maintaining the shelter facility. Hours vary depending on projects in need of completion.

**Computer Pro/Flyer Artist:**

Assist in maintaining and improving the shelter's website. Create fliers for special events and educational materials. Assist in training office assistant volunteers in data entry and usage of shelter's computer programs.

"In-shelter" hours are during shelter's normal hours of operation. Creation of fliers may be done by "take home" projects.

**Grant Writer:**

Research grant funding available to non-profit animal welfare organizations. Submit necessary applications and supporting documentation required for the grants. Document and maintain an ongoing log of applications submitted. Monitor the amount of funds and source of grant funds received. Document reason(s) for grant applications not approved by the funding agencies. Work with shelter staff in obtaining the information needed to submit grant applications. Prior experience in grant writing is a plus. Must be self-motivated and organized in order to meet deadlines for grant applications. There are no set hours as grant writer can be done primarily in the volunteer's home.

**Fund raising/Special Event Assistant:**

The SPCA of Jefferson County does not receive funding from the county, or any other government agency. The fund raisers held are the primary source of income that sustain the shelter.

Assist in various shelter fund raising activities. Sign in event participants, sell raffle tickets, set up prize displays, help distribute prizes. We have many fun events throughout the year which require extra "go-fer" assistants; the bowling and golf tournaments, Valentine dinner dance, Cow Pie Bingo, and the holiday dinner/auction to name just a few.

**Petco Pal:**

Assist the shelter by helping care for our kitties in residence at Petco. Clean the cages at Petco and assist in providing the general public additional information about the SPCA. Assist in off-site adoption of cats once paperwork is filled out by shelter and presented by adopter. Cleaning of cages is needed in morning and afternoon. Off-site adoptions follow normal shelter hours. Assisting in adoptions and providing shelter information requires strong customer service skills, good verbal skills and a fair amount of tact. Training is provided at cleaning level first, graduating to adoption and information as skill level increases.

**Adoption Assistant:**

Assist potential adopters in the selection process of their new animal companion. A minimum of 6 months volunteer time is recommended prior to assisting in the adoption process. A working knowledge of shelter policy and procedures for adopting is required. Strong verbal skills, patience, tact and listening skills are required to fill this position. It can be very challenging, but can also be rewarding to help someone select the perfect companion.