

# VOLUNTEER INFORMATION

## Days:

Every day of the week is available

## Hours:

Monday through Friday, prefer start at 8:00 am, day ends at 3:00 pm

Saturday or Sunday, must start at 8:00 am

Partners for Pets asks for a commitment of 2-4 hours in a day, one day per week.

## ACTIVITIES

Attend community events in area, help with animals at events

Answer telephone - speak with callers, provide information about shelter, adoptable animals and resources for unwanted pets.

Greet shelter visitors – greet visitors, have visitor log completed, locate staff member for tours and animal viewing.

Laundry – put dirty laundry in washer and start machine, put clean laundry in dryer and start machine, fold and put clean laundry away.

Dishes – wash dirty dog and cat food and water bowls and dishes, dry and put away.

Supplies – put away supplies received from UPS, mail and donors.

Cat Rooms – assist staff member with cleaning cat kennels and rooms.

Dog Kennels – assist staff member with cleaning dog kennels.

Walk dogs – walk dogs on leash outside the shelter building.

Play with cats – play with un-quarantined cats in cat room.

Dog maintenance – bathe, clip nails

Cat maintenance – clip nails, possibly bathe

Cleaning – general cleaning of shelter facility, dust, sweep, mop.

Donor thank you – use provided note cards and script to write thank you notes to donors.

Email – review email as directed by Shelter Manager

Social Media – as directed by Shelter Manager, post to social media accounts.

## WAIVER FORM

A “Volunteer Waiver Form” must be completed prior to volunteering at shelter.

## VOLUNTEER SIGN IN LOG

Each volunteer must enter their information on the “Volunteer Sign In Log” upon arrival and departure.