



Animal Adoption and Resource Center

formerly Joplin Humane Society

Volunteer Handbook

Caring for animals ... Benefiting people

Welcome to the Animal Adoption & Resource Center's (AARC) Volunteer Program

Thank you for your commitment to the cause of helping homeless animals in your community. The purpose of this Handbook is to outline the Animal Adoption & Resource Center's (AARC) Volunteer Program in the clearest possible way. Our program, consistent with our work, is in a constant state of change, but my hope is that this manual will guide you through your experience within our organization and make your time here as productive and enjoyable as possible.

Volunteering should be enjoyable, educational, and rewarding. We are seeking individuals who will dream of the big picture, but who are also willing to do the nitty-gritty work to get there. As an AARC volunteer, you are extremely important. The reason for our success is simple; we have a hardworking staff and a passionate base of volunteers! I encourage you to bring all your passion and enthusiasm through our doors every day.

Because of volunteers like you, dogs are walked; cats are cuddled; young, ill or frightened critters can recuperate in foster homes; and pets can find their forever homes through adoption. If you would rather volunteer for tasks that do not directly involve animals, that's great too! We always need help with clerical duties, fundraising, special events and special projects. No task is too small!

We would like to thank you for choosing to participate in our program. As a volunteer, you are a valuable asset to our organization and to the many animals in our care.

We truly appreciate your service to the animals, and we hope that the time you spend here will be as rewarding to you as it is to them.

Sincerely,

Karen Aquino
Executive Director



The heart of a volunteer is not measured in size,
but by the depth of the commitment to make a difference
in the lives of homeless animals.

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Animal Adoption & Resource Center's Mission Statement

The Animal Adoption & Resource Center is a non-profit organization dedicated to eliminating animal suffering, promoting the importance of the human-animal bond, and improving recognition of the role of animals in the well-being of people

About The Animal Adoption & Resource Center

The Animal Adoption & Resource Center operates an adoption center for homeless animals and contracts with 17 municipalities in the four-state region for housing stray and abandoned animals. The AARC is also initiating many outreach programs for the community, including a humane education program for children and a pet assisted therapy program for nursing home residents.

The AARC, which was founded in 1948 by a small group of dedicated volunteers, has been committed to the prevention and eradication of animal suffering for more than 60 years. In recent times, our mission to further the understanding of the significance of the human-animal bond and the important role that all animals play in enriching the lives of people has become a focus of all AARC programs.

The Animal Adoption & Resource Center houses approximately 12,000 homeless animals each year. Many of the animals need extensive veterinary care and rehabilitation. The shelter is open to the public for adoptions six days a week.

The AARC, a leading voice for animals in the four states region, continues "Caring for animals...Benefiting People."

General Information

Location & Mailing Address: **140 E. Emperor Lane
Joplin, MO 64801**

General Phone: **417-623-3642**

Website: **joplinhumane.org**

Shelter

Phone: **417-623-3642 Ext. 100**

Adoption Hours: **Mon – Fri 1pm – 6pm
Sat 10am – 3pm**

Email: **info@joplinhumane.org**

Volunteering

Phone: **417-623-3642 Ext. 111**

Email: **volunteers@joplinhumane.org**

Note: With the high volume of calls coming into the building, it can be difficult to reach a live person through the phone system.

Frequently Asked Questions & General Information

Q. Where is the shelter located and what are the hours?

A. Animal Adoption & Resource Center (AARC) is located at 140 E. Emperor Lane, Joplin, MO 64801. For directions and hours, please go to our website: www.joplinhumane.org

Q. Is JHS a “no-kill” shelter?

A. AARC operates under what is commonly known as an open door shelter. *The Joplin Humane Society accepts and provides sanctuary to any animal that comes through our doors. We believe that every animal, even those too sick, too abused or too aggressive to be adopted deserves to be treated fairly. As a shelter with open door policy we don't pick and choose which animals to allow in our shelter. When owners cast them aside, we offer these orphaned animals a safe haven; free from neglect and abuse. Each animal is given food, shelter and medical care.*

Q. What is Animal Control?

Many people think that the AARC is the same as animal control, but we are very different agencies. AARC houses and cares for animals picked up by Animal Control Officers, but we do not enforce animal control ordinances. Animal Control is a government function. Municipal Animal Control Officers enforce City & County ordinances and Missouri/Kansas state law pertaining to animal care and control. Animal Control Officers have the authority to investigate suspected or reported acts of animal cruelty or neglect, animals causing a nuisance, and rabies tags/license violations. Officers may take possession of dangerous animals as well as pets who have been abandoned or who are lost or unwanted.

Q: Can I have my pet vaccinated at AARC?

A: No, your personal veterinarian will do this. It is important to make sure your pet is up-to-date on all of its vaccines. Remember, you will be handling animals with unknown backgrounds. There is an outside chance you could bring a virus home to your own pets. Current inoculations will help to keep your pet disease free.

Q. What do I have to do to volunteer at AARC?

A. All volunteers are required to go through basic orientation and training. For information regarding orientation, please fill out a volunteer application and release or contact the Volunteer Coordinator at volunteers@joplinhumane.org or 417-623-3642 Ext. 111

What is Spaying and Neutering?

Sometimes referred to as “altering,” spaying and neutering are ways of providing birth control for dogs and cats by removing their reproductive organs, therefore preventing them from having litters of puppies or kittens. Spaying is the procedure used for female pets, and neutering generally refers to the procedure used for male pets.

Why Should I Know About This?

In one way or another, everyone is affected by animal overpopulation, regardless of whether or not you even own a pet.

Millions of tax dollars are spent annually to care for lost, abandoned, and unwanted pets...and millions more to put to sleep those that were not fortunate enough to find a home.

The Benefits of Spaying and Neutering

Having your pet spayed or neutered benefits both you and your pet. Your pet can enjoy a longer life and better health, and you get peace of mind knowing your animal companion is safer and happier. Some specific benefits are:

Some Common Myths -

Myth #1: My pet will get fat and lazy.

Spaying or neutering may diminish your pet’s overall activity level, natural tendency to wander, and hormonal balances, which may influence appetite. Pets that become fat and lazy after being altered usually are overfed and do not get enough exercise.

Myth #2: If we breed Rover and Fluffy, their puppies (or kittens) will be just like them.

Breeding two purebred animals rarely results in offspring that are exactly like one of the parents. And with mixed breeds, it is virtually impossible to have offspring that are exactly like one of the parents.

Myth #3: My pet’s personality will change.

Any change will be for the better! After being altered, your pet will be less aggressive toward other animals, have a better personality, and will be less likely to wander. Spraying (urine marking), which is often done by dogs and cats to mark their territory, diminishes or ceases after pets are altered.

Myth #4: My children should witness our pet giving birth.

Pets often have their litters in the middle of the night or in a place of their own choosing. Because pets need privacy when giving birth, any unnecessary intrusion can cause the mother to become seriously upset. These intrusions can result in an unwillingness to care for the offspring or in injury to the owners of the pet. Children can witness here:

<http://cats.about.com/od/catvideos/youtube/catgivingbirth.htm>

<http://www.youtube.com/watch?v=I5qIeiDGLDY>

Myth #5: I am concerned about my pet undergoing anesthesia.

Placing a pet under anesthesia is a very common concern of owners. Although there is always a slight risk involved, the anesthetics currently used by veterinarians are very safe. Many veterinarians use

equipment that monitors heart and upper respiratory rates during surgery to ensure that their patients are doing well under anesthesia.

The medical benefits of having your pet spayed or neutered far outweigh the slight risk involved with undergoing anesthesia. Consult your veterinarian if you are concerned about this aspect of the procedure.

Myth #6: The surgery is painful for the animal, and may harm my pet.

During spaying / neutering, dogs and cats are fully anesthetized, so they feel no pain. Afterwards, most pets seem to experience some discomfort, but all signs of discomfort disappear within a few days, or even a few hours. Serious harm as a result of spay / neuter surgery is extremely rare.

What to do if you see an animal being abused or neglected in Missouri

Some municipalities allow their Animal Control Officers to pursue cruelty. Contact the non-emergency phone number of the police department in the town where the neglect or cruelty is taking place and ask for the contact information for the Animal Control Officer.

In addition, you can call the Humane Society of Missouri at: 314-647-8800.

Wildlife

The Animal Adoption & Resource Center does not have the required license to care for or rehabilitate wildlife.

We refer injured, abandoned or orphaned wildlife to Main Street Pet Care, Joplin, MO 417-782-7387.

Adoptions at AARC

Adopting Dogs & Puppies

All dogs and puppies are

- Spayed or neutered
- Fecal tested for parasites
- De-wormed (often the first in a series of treatments that should be completed by the adoptive family's veterinarian)
- Up to date with vaccinations (for puppies, the first in a series of vaccinations that should be completed by the adoptive family through their veterinarian)
- May be vaccinated for rabies (check adoption contract)
- Microchip and registration offered at time of adoption.

An ID tag comes with each adoption.

Adopting Cats & Kittens

All cats and kittens are

- Spayed or neutered
- De-wormed (often the first in a series of treatments that should be completed by the adoptive family)
- Up to date with vaccinations (for kittens, the first in a series of vaccinations that should be completed by the adoptive family through their veterinarian)
- May be vaccinated for rabies (check adoption contract)
- Microchip and registration offered at time of adoption.

Cats and kittens must go home in a carrier, which are available for sale in the shelter office. An ID tag comes with each adoption.

Our Belief:

AARC believes in an open and non-judgmental adoption process. The staff works to make matches between people and the animals. AARC does have some very special needs animals that take more time to place and may have a more elaborate process.

Process Overview:

1. Walk through our adoption areas to find your next friend.
2. Each kennel will have a cage card that outlines a bit about the pets. Many of our dogs and cats come in as strays. We may not know much about these pets prior to coming to AARC.
3. We work to have each dog behaviorally reviewed for signs of aggression.
4. If you are interested in a dog or cat:
 - a. Grab the kennel card and hold onto it because it means you have the first right to meet.
 - b. Only take one card at a time in case other people are looking for their next friend.
 - c. Meet the dog or cat.
 - d. Fill out the adoption survey.
 - e. Speak with the staff.
5. We do same day adoptions if able. "Holds" are used for the following reasons: a pet needs to be sterilized, a family needs time to bring in other family members, or do a dog-meet-dog, the staff would like the potential adopter to research the bred or medical/behavioral condition, etc. All holds are for only 24-hours and must be approved by a manager.
6. Finalize the paperwork, pay the applicable adoption fee, make a donation if able, and ask any questions.
7. Thank you for saving a life.

Adoption Policies:

- Must be over the age of 18 to legally sign the contract.
- Not under the influence of drugs or alcohol at the time of adoption.
- All AARC adopted pets are meant to be companions and not kept exclusively outside.

- AARC does its best to disclose all information known about a specific pet. This is not fool-proof and all adopters must accept that he/she is taking into their care a living creature.
- AARC does not provide refunds, or exchanges except for illness.
- We limit the number of pets adopted at one time to two (2).
- Staff reserves the right to say “no”.
- The Staff also has the right to ask someone to leave if he/she displays rude, aggressive or unpleasant behavior.
- The Shelter Manager or the Executive Director can review or alter policies on a case-by-case basis as needed.

Normal Fees:

Cat \$60 Kitten \$60 Dog \$60 Puppy \$60

We do have a variety of promotions and fees can differ. Please do not quote prices when speaking to the public.

What the Signs Mean:

Hold – A pet is on hold for another adopter.

About Me – Is a summary of what we learned about the pet during his evaluation/stay.

Kennel Card – A variety of information re: the vaccines given, any conditions we found, etc.

FAQ:

Can I put a pet on hold?

Yes, for 24-hours under specific situations. We cannot extend the hold through a voice message left on our system. We receive hundreds of messages and haven’t the staff or volunteers to always retrieve messages as timely as desired. All holds must be approved by a manager.

What happens if I adopt and the pet becomes ill? You should take your pet to your vet as soon as possible. It is not uncommon for a pet to develop an upper respiratory infection (cold) shortly after being adopted. We do want to know about any issues that come up. On very limited basis, we do see recently adopted pets (within 3 days) that develop illnesses to help the adopter learn about what to do. We are not a veterinary hospital and providing extensive services is not legal unless there is the patient-pet relationship established.

Do I have to bring in my kids and family?

Yes, under certain circumstances it is best for the family and the dog if everyone meets.

Do I have to bring in my landlord lease, proof of homeownership or vet records?

No, we don’t do those checks. Specific dog breeds are banned under many home insurance policies or on leases. You should check before taking a pet.

Volunteer Rights and Responsibilities

As a volunteer of the Animal Adoption & Resource Center, you are entitled to certain rights and are expected to fulfill certain obligations.

You have the right to

- Work in a safe environment
- Be treated with respect
- Receive proper training and orientation
- Receive feedback and evaluation
- Request additional training or information
- Know your responsibilities
- Receive written copy of volunteer policies and procedures
- Receive supplies and equipment (if applicable) to do your job to the best of your ability
- Be appreciated
- Resign

Your responsibilities include

- Upholding the mission of the AARC on and off the job
- Acting professionally and courteously with the public, staff and other volunteers
- Respectfully accepting supervision and direction from staff.
- Reading and adhering to all posted signs
- Being responsible for yourself and your performance
- Dressing appropriately. No shorts, tank tops or midriff-bearing tops. No facial jewelry in piercings except studs.
- Notifying the appropriate personnel of an unsafe environment
- Immediately reporting to management any bite, scratch or accident
- Fulfilling your commitment
- Maintaining a level of confidentiality as required by your assignment

Volunteer Guidelines

The Animal Adoption & Resource Center relies on its volunteers to be dependable and effective. By meeting that commitment, the program operates smoothly and maximum benefit is derived for the animals.

- Wear your volunteer badge.
- All hours volunteered must be recorded. There is a volunteer sign-in sheet located in the volunteer room. An accurate account of volunteer hours helps indicate not only who is actively volunteering, but also assists AARC in obtaining grant funding.
- If you are scheduled to volunteer and need to cancel, please provide as much notice as possible to the Volunteer Coordinator.
- Please respect the amount of work the staff needs to accomplish every day. Please do not spend time at the front counter socializing; the time is better spent caring for the animals.
- Always wash your hands ***before*** handling animals, ***between*** handling animals, and ***before*** leaving the shelter. If you are cleaning cages, please change gloves between handling each animal.
- Wear long pants when working with the animals, as well as close-toed shoes.
- You are responsible for your own transportation.
- Do not answer questions from the public if you are unsure of the correct response. Refer them to a staff member. NEVER give training or medical advice.
- Stay out of designated areas such as ICU and Stray Holding unless otherwise instructed by staff.
- Smoke only in designated smoking area.
- Cell phone use is discouraged as it is distracting. If you need to make or receive a call, please step outside.
- Volunteers **must leave the building at the time of closing** unless otherwise approved by staff.
- Volunteers can be dismissed at any time for inappropriate behavior, including but not limited to, behaving rudely to the public, staff, and other volunteers; arriving under the influence of drugs or alcohol; consistently arriving tardy or canceling; failing to comply with guidelines; failing to respect the mission and philosophy of the organization. Youth Volunteers can be dismissed for handling animals inappropriate to their training and failing to be accompanied by an adult.

Children and Volunteering

Children are welcomed to volunteer at the JHS! If a child is under the age of 16, they must be accompanied by a parent ***at all times in the building***. All children must also attend special youth volunteer orientation and training with their parents.

Scout groups and school classes:

Special accommodations can be made for groups and classes. Please contact volunteers@joplinhumane.org

Volunteer Program Overview

In order to enhance your volunteering experience with the Animal Adoption & Resource Center, we are now offering three levels of training so that you may proceed at your own pace. Our purpose in the three-level program is to enable the volunteers to become comfortable and familiar, while also increasing the benefit to the animals. The volunteers may choose to attain the level of training with which they are most comfortable.

All volunteers begin with Basic Orientation. Upon completion of Basic Orientation, the volunteer is considered to be at Level I.

Level I involves shelter work without direct animal contact. This includes, but is not limited to grounds work, general maintenance, laundry/dishes. For an expanded list please see Level I.

A volunteer must complete 10 hours of level one volunteer work before progressing to Level II

Level II involves safe handling of animals and proper cleaning procedures. *Additional training is required before volunteer can begin performing Level II tasks. This includes working hands-on with the animals. This also includes helping the front desk and clinic. For an expanded list and job description, please see Level II.

Level III is reserved for volunteers who demonstrate excellent animal handling techniques and have been recommended by staff or other volunteers. These high skilled responsibilities include conducting dog meets, vet tech, and socializing animals. In order to advance to this level, you must also be willing to commit to 8 hrs/month of scheduled time. For an expanded list and job description, please see Level III.

Volunteer Badges and Color Coding

Level I badges (white) will be available at the front desk next to the volunteer sign-in sheet.

Level II badges (blue) will be personalized and available upon completion of Level II training. Each volunteer badge will have stars that represent the specific areas in which you have completed training.

*Blue- Canine Companion *Red- Feline Friends *Silver- Clinic Helper *Green- Front Office

Level III badges (yellow) will be personalized and available upon completion of Level III training. Each volunteer badge will have stars that represent the specific areas in which you have completed training.

*Blue- Dog Meet Team *Red- Cat Care Team * Silver- Vet Tech *Green- Dog Evaluations/ Behavior

Important Note: You must have your volunteer badge on you at all times (identifying what areas you are trained in.) If you forget to bring your personalized badge, you will not be able to perform those tasks while in the building. Volunteers who forget their badge can still volunteer but are limited to Level I activities. If you lose/destroy your personalized badge, a replacement will be provided at the cost of materials. You may receive a new badge the next time you enter the building.

Volunteer Scheduling

In order to make our volunteer program as accessible as possible, the AARC does not require a commitment to scheduling (unless the volunteer is at Level III.) Though it is not a requirement, we recognize that some people would prefer set times for volunteering. Please inform the Volunteer Coordinator if you fall under this category.

Though we do not require scheduling, we do appreciate when volunteers make an effort to come in during our peak hours: all day Saturday and Sunday, Friday nights, and mornings for cleaning.

JHS Volunteer Pledge

Believing that the Animal Adoption & Resource Center has a real need of my services as a volunteer worker, I agree that I will follow the AARC's policies for my own safety, the safety of the public, other staff, and the animals. Please read each statement, then initial on the line next to each one.

- Before volunteering at the shelter, I will attend General Orientation.
- If under 16, I must have an adult with me at all times who has also attended General Orientation session.
- I will only walk dogs after I have completed Level II training and the dogs have had behavior assessments.
- I will not handle kittens or puppies without staff direction.
- I will not enter Stray Holding or the ICU unless directed by a staff member.
- I will not walk dogs that I feel are stronger than I can handle.
- I will wash my hands after handling individual animals.
- I will ask for guidance before giving out extra food and treats.
- If a dog relieves itself while I am with it, I will clean up the mess.
- I will sign in and out each time I volunteer.
- I will wear my personal identification badge while volunteering.
- I will not attempt to train an animal without guidance from the staff.
- I will never harshly discipline, raise my voice or hit an animal.

- I will dress appropriately and safely for animal care, in clothing that is comfortable, may get dirty, and will only wear close-toed shoes or sneakers and long pants.
- If bitten or scratched, I will wash the wound with soap and water and notify a supervisor immediately.
- I will accept supervision and direction from staff graciously.
 - I will conduct myself with dignity, courtesy, and consideration.
 - I will endeavor to make my work the highest quality.
 - I will serve as a goodwill ambassador and interpreter for the JHS and its services in the community-at-large.
 - I will take any problems, criticisms, or suggestions to JHS management.
 - I will hold harmless the JHS for any injury to me or to others as well as for damage to mine or other's property while I am volunteering.

I acknowledge that I have read and agree to adhere to the above guidelines. I understand that the AARC reserves the right to terminate my volunteer status if I violate these guidelines. By signing this application, I am making a serious commitment to the Animal Adoption & Resource Center in its pursuits.

Signature

Date

Level I

General Maintenance/Labor

Supervisor: Shelter Manager/Sr. Kennel Attendant

Purpose

- To be in the trenches and help with the upkeep of the building, grounds, and general labor.

Duties & Responsibilities

- Laundry! Laundry! Laundry!
- Making Copies
- Washing dishes!
- Cleanup grounds (i.e. scoop poop, pick-up trash, lawn & garden maintenance, gardening, etc.)
- General maintenance / janitorial (i.e. sweeping/mopping, general repair, empty trash, etc.)
- Helping to unload donations and stocking in proper locations.
- Picking up food donations.

Qualifications

- Ability to follow directions.
- Self-motivation.
- Ability to follow shelter safety and sanitation protocol.

Training Requirements

- General Orientation

Benefits of Volunteering

- You will enhance the image and presentation of the shelter to the public.
- You will operate as the backbone of the shelter and complete daily tasks integral to operations.

Level II

Canine Companion (Blue Star)

Supervisor: Shelter Manager/Sr. Kennel Attendant

Purpose

- Walk or play with shelter dogs
- Bathe, dry and beautify dogs and puppies under staff direction
- Stuff Kongs and distribute treats

Duties & Responsibilities

- Ability to remove dogs from kennel and return them to kennel properly
- Secure gates
- Ability to follow shelter safety and sanitation protocol
- Walk for at least 20 minutes per dog
- Clean up and dispose of waste
- Bathe, groom and beautify dogs
- Early morning cage cleaning

Qualifications

- Strong leash and dog handling skills

Training Requirements

- General Orientation and Level II Training
- Training with Companion Animal Specialist

Benefits of Volunteering

- Exercise for you
- Provide shelter dogs with human contact, mental and physical stimulation
- Make shelter dogs very happy

Level II

Feline Friend (Red Star)

Supervisor: Shelter Manager/Sr. Kennel Attendant

Purpose

- To improve the general living conditions of all cats at JHS, while showcasing them to enhance adoptions.

Duties & Responsibilities

- Attend to basic creature comforts such as clean water, clean litter, food and bedding
- Grooming
- Observe the health and behavior of cats in our care and report to supervisor
- Learn about the cats' personalities to ensure the best adoption
- Early morning cage cleaning

Qualifications

- Love and concern for the welfare of cats
- Self-motivation
- Ability to follow shelter safety and sanitation protocol
- Willingness to work with all cats
- Basic understanding of feline behavior

Training Requirements

- General Orientation and Level II Training

Benefits of Volunteering

- You will enhance the quality of life of shelter cats.
- You will have the opportunity to meet others who share your interests and the opportunity to learn more about animals.

Level II

Greeter/Escort/PAWS Team (Green Star)

Supervisor: Adoption/Intake Manager

Purpose

- PAWS (Public Arrival Welcome Service)
- To welcome visitors and escort them to the cat room and kennels
- Assist visitors in completing adoption surveys
- Assist front desk with general duties as assigned

Duties & Responsibilities

- Greet visitors to the adoption center
- Give tours of shelter

Qualifications

- Ability to work independently
- Enjoy interacting with the public
- Ability to follow shelter safety and sanitation protocol

Training Requirements

- General Orientation and Level II Training

Benefits of Volunteering

- Enhance adoptions and customer service
- Saving lives by helping families find their forever friend

Level II

Clinic Clique (not available yet) (Silver Star)

Supervisor: Clinic Manager

Purpose

- To assist the clinic staff

Duties & Responsibilities

- Retrieve telephone messages
- Make appointments
- Cut drape
- Assemble surgical packs
- Set-up cages at end of day
- Empty trash

Qualifications

- Good communication skills
- Self-motivation

Training Requirements

- General Orientation and Level II Training
- Training with Clinic staff

Benefits of Volunteering

- Learn how a spay/neuter clinic is operated

Level III

Dog Meet Team (Blue Star)

Supervisor: Shelter Manager

Purpose

- To safely introduce dogs to potential adoptees
- To match families with appropriate dogs ensuring successful adoptions.
- Offer supervision, advice, and training to kennel volunteers

Duties & Responsibilities

- Respond to requests for dog meets
- Properly remove a dog from the kennel, move the dog to a play yard, and proceed with dog meet.
- Pay close attention to the meet and answer questions about the dog
- Record findings on an interaction report given to the front desk staff.

Qualifications

- Must have proven track record of volunteer success within the organization.
- Demonstrated high skill level with dogs and understanding of behavior
- Enjoy interacting with the public
- Ability to follow shelter safety and sanitation protocol

*****Must commit to 8 hrs/month on a scheduled basis*****

Training Requirements

- General Orientation, Level II Training, and Level III Training
- Advanced training with the Behavior Coordinator.

Benefits of Volunteering

- Learn about advanced dog behavior while ensuring successful adoptions.

Level III

Cat Care Team (Red Star)

Supervisor: Shelter Manager

Purpose

- To increase sociability of cats and improve chances of adoption
- Providing specialized care for cats to improve health and appearance
- Offer supervision, advise, and training to kennel volunteers

Duties & Responsibilities

- Responsibilities in addition to Feline Friend's description
- Counsel potential adopters on cat behavior and best practices for introducing a cat to the home
- Clip nails, bathe cats as needed, and clean ears
- Offer supervision and advice to cat room volunteers

Qualifications

- Must have proven track record of volunteer success within the organization.
- Demonstrated high skill level with cats and understanding of behavior
- Enjoy interacting with the public
- Ability to follow shelter safety and sanitation protocol

*****Must commit to 8 hrs/month on a scheduled basis*****

Training Requirements

- General Orientation, Level II Training, and Level III Training

Benefits of Volunteering

- Become more familiar with cat behavior, while ensuring successful adoptions
- Enhance adoption and customer service

Level III

Vet Tech (not available yet) (Silver Star)

Supervisor: Clinic Manager and Shelter Veterinarian

Purpose

- To assist the Clinic and ICU technicians with daily cleanings and medicating of animals.

Duties & Responsibilities

- Cleaning cages and observing animals in the clinic and ICU
- Medicating and administering shots under direct supervision
- Supports staff during spay/neuter surgeries

Qualifications

- Must interview with Clinic Manager and Shelter Veterinarian
- Must have experience in the vet tech field

*****Must commit to 8 hrs/month on a scheduled basis*****

Training Requirements

- General Orientation, Level II, and Level III Training
- Additional training as required by Shelter Veterinarian

Benefits of Volunteering

- Hands-on vet-teching experience

Other Activities!

Foster Parenting

Supervisor: Foster Care Coordinator

Purpose

- To provide foster care for puppies and/or kittens in their homes until they are old enough (8 weeks) to be placed for adoption. By providing a safe and loving home during these critical weeks, our kittens and puppies have the best chance of becoming healthy, social adults.
- Must be willing to adopt from your home or at off-site adoption events.

Duties & Responsibilities

- Attend to basic creature comforts such as clean water, clean litter, food and bedding
- Observe the health and behavior of foster animals
- Report any health or behavioral questions
- Take time to socialize the animals

Qualifications

- Provide a safe and secure environment for the foster animal(s)
- Possess willingness to nurse illness or injury
- Ability to transport animals to and from the shelter
- All existing pets in household must be up to date on vaccinations

Training Requirements

- Experience with cats and/or dogs
- Approval from and training with foster care coordinator

Benefits of Volunteering

- The rewarding experience of knowing that you made a real difference in the life of an animal and helped in its adoptability. The network that fostering creates enables the volunteer to save more animals than if they would simply adopt an animal. This is because they only care for a foster animal for a short period of time before releasing that animal to its permanent family.
- Animals that have been in foster care tend to be more social and easier to find forever homes.

******Time commitment required: Average stay in a foster home is 2-3 weeks. Daily time commitment is 2-3 hours, but may vary due to circumstances.******

Humane Educator

Supervisor: Volunteer Coordinator

Purpose

- To visit schools and other facilities to promote the care of animals and the philosophy of AARC

Duties & Responsibilities

- Take animals to facilities
- Explain animal care
- Encourage support of AARC in the community

Qualifications

- Ability to make interesting and knowledgeable presentations to groups
- Driver's license and transportation
- Reliable and dependable
- Good people skills

Training Requirements

- General, Level I and Level II Orientations

Benefits of Volunteering

- Contact with the community and teaching children respect and care of animals.

Pet Therapy

Supervisor: Volunteer Coordinator

Purpose

- To provide individuals in special care facilities contact with animals.

Duties & Responsibilities

- Pickup and return the therapy animal to the shelter
- Take the animal to assigned facilities
- Visit with residents pursuant to the rules of the facility

Qualifications

- Desire to bring joy to residents of special care facilities
- Driver's license and transportation
- Reliable and dependable
- Good people skills

Training Requirements

- General, Level I and Level II Orientations
- Training with Volunteer Coordinator on-site. Following the initial training visit, all new volunteers will participate in future visits with another volunteer.

Benefits of Volunteering

- Improving the quality of life and enhancing healing to the residents

******Time commitment required: 2 hours per month******

The Road show

Supervisor: Volunteer Coordinator

Purpose

- The Road show is an opportunity for AARC to showcase its animals at various community gatherings such as street fairs, sporting events and rabies clinics. The Road show also transfers animals from other shelters.

Duties & Responsibilities

- Assist in set-up and clean-up for presentations and events
- Pick up and return animals to the shelter
- Present and display the animals to the public
- Transfer of animals to other shelters or rescues

Qualifications

- Willing and available to work weekends
- Comfortable with animals and people
- Ability to speak to the public about the organization
- Ability to safely handle animals
- Ability to follow shelter safety and sanitation protocol
- Reliable and dependable

Training Requirements:

- General, Level I and Level II Orientations
- On-the-job training

Benefits of Volunteering:

- Increase public awareness of the JHS and boost adoptions of shelter animals.

Special Event Staff

Supervisor: Volunteer Coordinator

Purpose

- To assist the shelter in fundraising and public awareness

Duties & Responsibilities

- Set-up and tear-down on event days
- Transport supplies
- Distribute flyers
- Hang posters

Qualifications

- Ability to work weekends
- Dependable and responsible
- Reliable and prompt

Training Requirements

- General and Level II Orientations.
- Additional training provided on the job

Benefits of Volunteering

- The opportunity to work with a well-known and respected animal organization to increase public awareness of the AARC and its programs.