



What Humane Educational Society Volunteers Do

Shelter Support

Job Description: Volunteers helping with Shelter Support know that the most important jobs are not always the most glamorous! This crew is dedicated to help with the tasks that need tending to every single day to keep the shelter running smoothly. It can be messy work but it helps ensure that all animals in our care have everything they need to stay happy and healthy.

Requirements:

- Must be at least 16+ years of age to volunteer independently
- Junior volunteers ages 12 to 15 may volunteer accompanied by a parent or legal guardian who is also enrolled as an official HES volunteer.
- Desire to represent the Humane Educational Society in a positive manner
- Able to work harmoniously with shelter staff and other volunteers
- Punctual, reliable, and responsible
- Able to work independently or paired up with another volunteer, deal with chaos, and enjoy cleaning and organizing

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

- Monday – Sunday 10:00am -1:00pm **or** Monday – Saturday 12:00pm – 3:00pm

Training:

- Attend the Adult Volunteer Orientation Class
- Attend a Shelter Support Mentorship Shift

Duties:

- Assisting the kennel staff to prepare the shelter for guest visits by collecting all of the previous day's dishes, litter pans, and enrichment supplies and taking them to the designated kitchen areas for cleaning.
- Sorting, washing, and folding laundry
- Sorting clean dog and cat toys and returning them to their designated homes
- Cleaning meet and greet rooms



What Humane Educational Society Volunteers Do

Adoption Ambassador

Job Description: Adoption Ambassadors assist potential adopters by introducing them to our adoptable animals. This is one of the most important jobs that volunteers do at the shelter.

Requirements:

- Must be at least 16+ years of age with the ability to work independently
- Desire to represent the Humane Educational Society in a positive manner
- Friendly and outgoing personality
- Verbal communication skills
- Able to work harmoniously with shelter staff and other volunteers
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

- Monday – Sunday from either 12:00pm-3:00pm **OR**
- Saturday and Sunday 2:00-5:00pm

Training:

- Attend the Adult Volunteer Orientation Class
- Complete Fear Free certification
- Attend the Adoption Ambassador training class
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**
- Attend either the Dog Walking 101 or Cat Enrichment 101 class
- Dog adoption ambassadors will need to sign up for at least one dog walking mentorship
- Sign up for at least one Adoption Ambassador mentorship shift
- **Dog Adoption Ambassadors must be at least a yellow level dog walker or above**

Duties:

- Escort guests who have been pre-approved for adoption to the kennel areas to show them the animal they have come to meet, or if they do not already have an animal in mind, show them the ones you recommend for them and talk to them about why you think the animal would be a good fit.
- Help guests read kennel cards of the animals that are available for adoption.
- Escort the guest to the meet and greet yards to spend time getting to know the dogs they are interested in, or to the cat meet and greet rooms to visit with adoptable cats.
- Listen for any “red flags” that may make the guest an unsuitable adopter and report those to the adoptions staff.
- Assist the adoptions staff in finalizing the adoption.



What Humane Educational Society Volunteers Do

Dog or Cat Kennel Enrichment

Job Description: Enrichment helps reduce the stress and boredom of kennel life for both dogs and cats. With shelter animals, behaviors such as hyper-arousal, depression, and obsessive/compulsive behaviors are not uncommon when enrichment is not present.

Requirements:

- Must be at least 16+ years of age to walk dogs independently
- Junior volunteers ages 12 to 15 may walk accompanied by a parent or legal guardian who is also enrolled as an official HES volunteer.
- Treat animals with kindness and respect
- Able to work harmoniously with shelter staff and other volunteers
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

- Monday – Sunday from 12-3:00pm
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Training:

- Attend the Adult Volunteer Orientation Class.
- Complete Fear Free Certification
- Attend Adoption Ambassador Class
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**
- Sign up for at least one Dog or Cat Enrichment mentorship shift.

Duties:

- Help provide opportunities for mental stimulation in various ways to each of the senses: sight, smell, touch, taste and sound
- Dog volunteers helping with kennel enrichment may be asked to make a variety of treats such as stuffed Kongs or make frozen dog biscuits to stock the enrichment freezer, provide the “scent of the day”, and hand out the day’s assigned toys and/or treats. Cat volunteers helping with enrichment may be asked to make feather toys or tuna treats to stock the enrichment room, provide the “scent of the day”, and hand out the days assigned toys and/or treats to cats in kennels or free roaming rooms,
- Both dog and cat volunteers may be required to wash and put away all supplies at the end of their shift.
- Both dog and cat enrichment volunteers will be expected to leave their workspace clean and tidy at the end of their shift.



What Humane Educational Society Volunteers Do

Tuesday Enrichment Night

Job Description: Enrichment helps reduce the stress and boredom of kennel life for both dogs and cats. With shelter animals, behaviors such as hyper-arousal, depression, and obsessive/compulsive behaviors are not uncommon when enrichment is not present.

Enrichment Club volunteers will meet to make the enrichment items for both dogs and cats in the adoption kennels.

Requirements:

- Must be at least 16+ years of age to walk dogs independently
- Junior volunteers ages 12 to 15 may walk accompanied by a parent or legal guardian who is also enrolled as an official HES volunteer.
- Able to work harmoniously with shelter staff and other volunteers
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

- Second and fourth Tuesdays of every month from 5:30-7:30

Training:

- Attend the Adult Volunteer Orientation Class.
- Complete Fear Free Certification
- Attend Adoption Ambassador Class
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**

Duties:

- Help provide opportunities for mental stimulation in various ways to each of the senses: sight, smell, touch, taste and sound
- Dog volunteers helping with kennel enrichment may be asked to make a variety of treats such as stuffed Kongs or make frozen dog biscuits to stock the enrichment freezer.
- Cat volunteers helping with enrichment may be asked to make feather toys or tuna treats to stock the enrichment room.
- Both dog and cat volunteers may be required to wash and put away all supplies at the end of their shift.
- Both dog and cat enrichment volunteers will be expected to leave their workspace clean and tidy at the end of their shift.



What Humane Educational Society Volunteers Do

Dog Walking

Job Description: Our dog walking team is made up of dedicated and hard-working volunteers who ensure all of our dogs receive at least two walks a day. These walks are not only important opportunities for our dogs to relieve themselves and stretch their legs, they are crucial for providing them with some socialization and reassurance.

Requirements:

- Must be at least 16+ years of age to walk dogs independently
- Junior volunteers ages 12 to 15 may walk accompanied by a parent or legal guardian who is also enrolled as an official HES volunteer. **If you and your parent/guardian plan to walk dogs, the adult volunteer must hold the leash at all times.**
- Treat animals with kindness and respect
- Must be able to complete Fear Free certification online within 30 days of orientation
- Able to work harmoniously with shelter staff and other volunteers
- Able to follow directions and read kennel signs
- Ability to accurately determine your physical limits when selecting dogs to walk
- Able to stand walk for long periods of time
- Must have strong animal handling skills
- Must have strong observational skills
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring 3 hour shift **at least once a week on the same day every week.**
- ***Beginner level dog walking shifts are limited so weekly dog walkers will only be excepted if there is an opening that fits their listed availability.***

Shift Hours:

- Monday – Sunday 9:00am – 12:00pm

Training:

- Attend the Adult Volunteer Orientation Class.
- Complete Fear Free Certification
- Attend Adoption Ambassador Class
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**
- Attend the Dog Walking 101 class
- Attend at least one dog walking mentorship

Duties:

- Only walk dogs in assigned color level
- Adhere to the Humane Society's philosophy of positive reinforcement training and humane handling techniques
- Scoop feces and dispose of appropriately



What Humane Educational Society Volunteers Do

TNR

Job Description: Trap-Neuter-Return, or "TNR," is the most humane and effective method known for managing feral and stray cats and reducing their numbers. The cats, who typically live together in a group called a colony, are trapped and brought to HES. One day each week HES Spay and/or Neuters, Vaccinates for Rabies and tips the cat's left ear to indicating they have been TNR'd. Reducing community cats will directly affect the shelter cat population.

Trapping

Requirements:

- Must be at least 16 years of age
- Treat animals with kindness and respect
- Able to work harmoniously with shelter staff and other volunteers
- Must be comfortable working after dark
- Wear sturdy footwear (*walking in yards and uneven surfaces often*)
- Good Eyesight (*driving on country roads and looking for cats*)
- Be able to lift 20lbs. You will be carrying traps with cats inside.
- Able to stand for long periods of time
- Able to bend and squat regularly
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

- Tuesday or Wednesday evenings **from**

Training:

- Attend the Adult Volunteer Orientation Class.
- Complete Fear Free Certification
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**
- Attend TNR Mentorship

Duties:

- Volunteers will help in the community to set up traps set them out. When cats go in, traps are immediately covered, picked up and tagged.
- Trapping takes place after typical work hours and you will need to drive your own vehicle to the trapping location or car share with another volunteer.
- **Once trapping is done, you will return to the shelter to assist with unloading cats and getting them**



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Cat Care

Requirements:

- Must be at least 16 years of age
- Treat animals with kindness and respect
- Able to work harmoniously with shelter staff and other volunteers
- Able to follow proper safety measures and procedures when using chemicals and cleaning supplies
- Be able to lift 20-25lbs.
- Able to stand for long periods of time
- Able to bend and squat regularly
- Punctual, reliable, and responsible

Time Commitment:

- Must be able to commit to a recurring schedule of at least two three hour shifts a month

Shift Hours:

Training:

- Attend the Adult Volunteer Orientation Class.
- Complete Fear Free Certification
- **Consistency is crucial for the sake of our animals. Volunteers interested in working hands on with our animals must complete 12 hours of consistent attendance on a recurring schedule in a shelter support role to be eligible for training that would allow them to work hands on with our shelter animals.**
- Attend TNR Mentorship

Duties:

- TNR Cat Care consist of feeding and watering community cats and changing their bedding while the cats are inside traps. Community cats range from friendly to feral.