



# Centre County PAWS

## Dog Program Volunteer Opportunities

### **Floor Volunteer**

Dog Care training required

- *Greet visitors to the dog wing*
- *Talk to potential adopters, helping individuals select an appropriate dog to meet; whenever possible, without walking them through the kennels.*
- *Assist potential adopters by taking dogs to a meet and greet room for introductions.*
- *Monitor interactions between potential adopters and dogs while in meet and greet rooms and/or on walks.*
- *Become familiar with dogs in residence in order to help potential adopters select a dog who will work well for them.*
- *Know how to correctly access information and provide accurate information for all dogs.*
- *Spend time with dogs for socialization and walk dogs for exercise when the center is not busy.*
- *Help to maintain cleanliness of the center and dogs' living areas while on duty as needed.*
- *Assist with tasks as needed (e.g. laundry, dishes, filling Kongs) while on duty.*
- *Maintain familiarity with PAWS policies and adoption procedures and represent PAWS in a professional manner, treating all visitors warmly.*

### **Sunday Dog Showing Volunteer**

Dog Care training required

Shift: 12-2 Sundays rain or shine

- *Become familiar with assigned adoptable dog by reviewing kennel and website information.*
- *Show dog to appropriate people looking to adopt.*
- *Walk/exercise/play with dog throughout the showing.*
- *Alert Adoption Counselor when a family or individual is interested in applying to adopt.*
- *Follow PAWS dog handling procedures at all time and represent PAWS in a professional manner, treating all visitors warmly.*

### **Adoption Counselor**

Dog Care and individual training required; floor volunteer experience very helpful

Shifts available: 11-1:30 and 1:30-4 Saturdays, 11-1:30 and 1:30-4 Sundays, 5-7 Mondays, 11-2 Tuesdays

- *Talk to potential adopters, helping individuals select an appropriate dog to meet; whenever possible, without walking them through the kennels.*
- *Review adoption applications with potential adopters*
- *Discuss relevant adoption and responsible ownership information on housebreaking, pet introductions, crate training, separation anxiety, appropriate vaccination and medical care, etc. as needed.*
- *Process applications in accordance with all PAWS policies and guidelines.*
- *Coordinate adoption completion times with adopters, foster homes, and medical team.*
- *Maintain familiarity with all PAWS policies and procedures and represent PAWS in a professional manner, treating all visitors warmly.*
- *Serve as the lead volunteer during floor volunteer shift.*

## **Dog Care (cleaning and walking) Volunteer**

1.5 hour Dog Care training required

Shifts scheduled in teams each morning and afternoon every day.

- *Provide assigned food and clean water to all dogs in residence.*
- *Clean dog kennels by spot cleaning, changing bedding, and replacing toys as needed, including intake and quarantine rooms as needed.*
- *Give medications to dogs as required.*
- *Maintain general cleanliness of the center, e.g. sweeping, mopping, laundry, dishes, etc.*
- *Disinfect kennels as needed.*
- *Collect, clean, and/or refill Kongs as needed.*
- *Walk/exercise dogs in accordance with PAWS Dog Handling Guidelines.*
- *Visit with dogs in meet and greet rooms in accordance with PAWS dog handling procedures.*

## **Dog Shift Leader**

Must be a regular (weekly) volunteer.

- *Serve as the lead volunteer and be readily available during dog care shift.*
- *Stay up-to-date on dog care policies and procedures, specific dog information, and specific care updates, and ensure all volunteers on shift are informed and up-to-date.*
- *Ensure wing is properly closed at the end of shift.*
- *Provide direction, guidance, and training to shift volunteers.*
- *Inform the Shelter Supervisor and/or the medical team of any problems with a dog.*
- *Inform the Shelter Supervisor of problems encountered with team members.*

## **Dog Mentor**

Individual training required.

- *Complete post-training check list to train new volunteers on-the-job.*
- *Stay up-to-date on dog care policies and procedures, specific dog information, and specific care updates. Foster a welcoming environment for new volunteers and remain readily available for follow-up training sessions with mentees.*

## **Dog Mentor Coordinator**

Individual training required.

- *Contact newly trained volunteers promptly after their initial training class.*
- *Pair newly trained volunteers with a mentor and alert mentor of pairings.*
- *Track progress of volunteer to evaluate effectiveness of Mentor Program.*

## **Dog Line Volunteer**

Individual training required.

Voicemail checks and call backs can be made from home and is done on a rotating basis.

- *Check voicemails left on the PAWS dog line.*
- *Provide daily call backs on any phone calls regarding dogs.*
- *Provide necessary assistance and information to individual callers to include (but not limited to): surrender of a dog, referral to veterinarians and trainers for callers seeking help with dog behavioral problems, lost/found dogs.*
- *Enter information from phone calls into the appropriate online database.*
- *Keep databases up to date by periodically contacting lost/found and surrender callers.*

- *Maintain familiarity with PAWS policies and procedures and represent PAWS in a professional manner, stressing concern and individual consideration on behalf of PAWS for every dog/puppy discussed.*

### **Intake/Assessment Volunteer**

Individual training required.

- *Contact individuals and set up intake dates as decided by dog intake coordinator.*
- *Evaluate dogs upon intake in accordance with the PAWS Medical Intake Guidelines.*
- *Vaccinate and deworm dogs/puppies in accordance with PAWS Medical Intake Guidelines.*
- *Set up kennels as needed, marking all necessary boards and completing all needed paperwork.*
- *Add new dogs to PAWS Dog Census.*
- *Maintain familiarity with PAWS adoption and intake policies and procedures and represent PAWS in a professional manner, treating all individuals surrendering cats/kittens with respect.*

### **Dog Intake Coordinator**

- *Work closely with the Shelter Supervisor and Dog Foster Home Coordinator to determine appropriate intakes and in house dog numbers.*
- *Maintain contact with Dog Foster Home Coordinator and keep track of kenneled foster dates.*
- *Coordinate with the Dog Medical Coordinator on intakes to ensure timely vaccination and medical approval for adoption.*
- *Maintain familiarity with all PAWS policies and procedures.*
- *Ensure that all dogs surrendered to PAWS are acquired in a manner to prevent future ownership disputes.*

### **Dog Foster**

Application process required

- *Spend time playing with/exercising foster dog daily.*
- *Observe foster dog for signs of illness and alert PAWS if there is a need for veterinary care or treatment.*
- *Contribute information on foster dog to keep census and website information up to date.*
- *Attend weekly dog showing on Sunday from 12-2.*
- *Provide a safe and loving home, caring for your dog in accordance with all PAWS medical and adoption procedures.*

### **Dog Foster Home Coordinator**

- *Work closely with the Shelter Supervisor and Dog Intake Coordinator to make appropriate intake decisions.*
- *Work closely with the Dog Coordinator to help ensure positive, well organized, and appropriate adoption matches.*
- *Process applications for foster volunteers*
- *Arrange meet and greets with PAWS dogs and dogs currently in the foster homes as needed.*
- *Arrange with fosters to bring PAWS dog in for an appointment to meet an applicant during off hours as needed.*
- *Follow up regularly when a dog goes home with a foster volunteer and keep census and website information up to date/accurate.*
- *Keep fosters informed through the foster home email list.*

- *Maintain a directory of approved foster homes – it should be readily available to the Dog Team (online).*
- *Monitor which dogs are in foster homes, maintaining current information in the dog census.*
- *Return emails and phone messages from foster volunteers in a short and reasonable time.*
- *Attend Dog Team meetings.*
- *Attend Sunday dog showings to interface with the foster families and foster dogs.*
- *Maintain familiarity with all PAWS policies and procedures.*

### **Dog Volunteer Scheduler**

Can be done from home.

- *Work closely with the Dog Mentor Program coordinator and serve on the Volunteer Team*
- *Email and maintain dog volunteering schedule.*
- *Ensure shifts are adequately staffed.*
- *Find replacement when the assigned volunteer is unavailable.*
- *Maintain familiarity with PAWS volunteer policies and procedure and treat all volunteers warmly and in a professional manner.*

### **Dog Coordinator**

Volunteer must have considerable experience with PAWS and all aspects of the PAWS dog program.

- *Work closely with the Shelter Supervisor, Dog Intake Coordinator, and Dog Medical Coordinator on care and mental health/adoptability of every PAWS dog.*
- *Oversee dog adoptions and ensure appropriate matches are being made and Adoption Policies are applied equally to all adopters.*
- *Ensure policies or procedures are reviewed regularly and updated as necessary. Keep Dog Team members current on policies and procedures.*
- *Send regular adoption/intake updates to all dog volunteers via the PAWS Dog Volunteer Opportunities list serv.*
- *Work with all applicable committees and the Shelter Supervisor to improve quality of life in the kennels for our dogs, prevent surrenders, and make successful adoption matches.*
- *Work to increase adoption numbers without compromising placement quality.*
- *Maintain familiarity with PAWS policies and procedures and represent PAWS in a professional manner, stressing individual consideration on behalf of PAWS for every adoption applicant and PAWS dog.*