

GHS VOLUNTEER POSITION DESCRIPTIONS

Shelter FUNdamentals (on-site)

Overview

Volunteers on this team provide vital and much-needed assistance with essential shelter functions such as preparing food puzzles and training treats for our dogs, practicing kennel approach reward training and keeping the food bowls and puzzle toys clean for our dogs. The individuals who make up this team demonstrate willingness to roll up his/her sleeves on behalf of the shelter's needs and to help prepare our dogs for presentation for potential adopters.

Time Commitment

Eight-ten hours of training that may take up to 2 months to complete.
A commitment of at least 8-10 hours per month is required.

Duties/Qualifications:

- Volunteers must commit to learning and following GHS rules, guidelines and safety protocols.
- Volunteers should be open and willing to perform a variety of assignments such as stuffing Kongs, washing dishes, picking up and emptying trash, and practicing kennel presentation training with our dogs.
- Volunteers must pass an evaluation demonstrating a basic understanding of SF skills.

Prerequisites

Shelter 101 Dog 101 Canine Parenting Class

Skills:

- Able to follow instructions and rules while working with minimal supervision
- Willing to perform a variety of tasks
- Able to rise from lowered positions, climb stairs and carry 25+ pounds

TLC Crew (on-site)

Overview

Volunteers on this team dedicate their time to helping dogs at the shelter who need special care and attention. These are dogs who may be sick or injured, depressed, or held for observation for signs of illness. These team members provide the TLC that as social creatures, dogs need. The dog may need that person's lap to lay her head on for a while; or the dog may need someone to give him belly rubs; or the dog may want to be mentally enriched with a mini-training session; or the dog may simply benefit from being read to and hearing a human's soothing voice. The TLC Crew members may sit with one dog during their shift at the shelter or a few dogs depending on the dogs' needs.

Time Commitment

Eight-ten hours of training that may take up to 2 months to complete.
A commitment of at least 8 hours per month is required.

Duties/Qualifications:

- Volunteers must commit to learning and using GHS handling and training protocols.
- Volunteers must pass an evaluation demonstrating a basic understanding of the safety skills needed at this level.

Prerequisites

Be at Shelter FUNdamentals Level Attend Basic Training & Safety Class + TLC Component

Skills:

- Physical ability to handle dogs
- Willing to handle all breed types
- Able to rise from lowered positions with ease

Canine Enrichment (on-site)

Overview

Volunteers on this team work on hyperactivity management and social contact with our shelter dogs. This team helps our dogs learn to have manners and remain calm when a human enters/exits his/her kennel and when his/her equipment is put on/off. In addition, the members of this team help the shelter dogs to learn that the kennel can be a positive place since humans come and spend quality time, minimum of 30 minutes (Canine Enrichment time), with them in-kennel.

Time Commitment

Eight-ten hours of training that may take up to 2 months to complete.
A commitment of at least 8-10 hours per month is required.

Duties/Qualifications:

- ☼ Volunteers must commit to learning and using GHS handling and training protocols.
- ☼ Volunteers must pass an evaluation demonstrating a basic understanding of CE skills.
- ☼ Volunteers should have experience handling dogs. Shelter dogs are strong and unruly, and only handlers able to manage these dogs will pass their evaluation.

Prerequisites

- Be at Shelter FUNdamentals Level Attend Basic Training & Safety class + CE component

Skills:

- ☼ Physical ability to handle dogs
- ☼ Willing to handle all breed types
- ☼ Able to rise from lowered positions

House Etiquette (on-site)

Overview

Volunteers on this team help prepare shelter dogs for life in their forever home by acclimating them to our home areas at the shelter. House Etiquette activities fulfill a number of needs for our dogs. During House Etiquette time volunteers introduce shelter dogs to household situations (x-pens, being tethered under human supervision, family television viewing time, work on house training, etc.) so that they can start practicing good manners in these contexts. During this time, volunteers also provide our dogs with much needed downtime away from the noise of the shelter and the social contact that dogs need. A combination of human touch time (20 minutes) and home preparation training (10 minutes) make up the Home Etiquette activities with each dog for a total of 30 minutes of one-on-one time.

Time Commitment

Eight-ten hours of training that may take up to 2 months to complete.
A commitment of at least 8-10 hours per month is required.

Duties/Qualifications:

- Volunteers must commit to learning and using GHS handling and training protocols.
- Volunteers must pass an evaluation demonstrating a basic understanding of House Etiquette skills.
- Volunteers should have experience handling dogs. Shelter dogs are strong and unruly, and only handlers able to manage these dogs will pass their evaluation.

Prerequisites

Be at Canine Enrichment Level Attend House Etiquette class

Skills:

- Physical ability to handle dogs
- Willing to handle all breed types
- Able to rise from lowered positions with ease, climb stairs and carry 25+ pounds

Walk & Train (on-site)

Overview

Volunteers on this team walk shelter dogs on an assigned shift in designated, pre-approved walk areas around the shelter. At GHS, we go beyond the average stroll in the park with our dogs. We do this because we know that shelter dogs not only need physical exercise but they also need mental stimulation to help them deal with the stresses shelter life. Members of this team incorporate a number of mini-training and play sessions into their walk with the dogs. It is not enough to merely power walk our dogs up and down the streets. The problem solving exercises and mental activity that comes from training/playing add another much needed “workout” aspect to a shelter dogs’ experience. A walk and train session lasts for 30-minutes.

Time Commitment

Approximately eight hours of training that may take up to 2 months to complete.

Volunteers must commit to at least 8 hours per month for 6 months.

Dates and times for walking dogs may be prescheduled.

Duties/Qualifications

- Volunteers must commit to learning and using GHS handling and training protocols.
- Volunteers must pass an evaluation demonstrating a basic understanding of required skills.
- Volunteers should have basic experience handling dogs. Shelter dogs can be strong and unruly, and only handlers able to manage these dogs will pass their evaluation.
- Volunteers must commit to a consistent schedule and notify the Volunteer Coordinator when they are absent.
- Only one walker per dog. Dog walking “teams” or “buddies” are not permitted. Family members and friends may not accompany volunteers on walks.

Prerequisites

- Be at House Etiquette level Basic Manners & Handling class

Skills

- Physical ability to handle dogs
- Ability to following training and safety protocols
- Able to rise from lowered positions with agility and ease, climb stairs and carry 25+ pounds
- Be able to walk at varying walking speeds without difficulty for 30 minutes+

Feline Friends & Ambassadors

Overview

The purpose of Feline Friends is to help increase the number of adoptions by socializing and spending time with the cats and kittens at GHS and helping them become excellent candidates for their forever homes.

Feline Ambassadors take this assistance one step further by assisting adopters in selecting and preparing to bring home a feline companion.

Time Commitment

Time commitment is flexible.

Duties/Qualifications

- ☛ Volunteers need to be passionate and knowledgeable about cats. This team is a great opportunity for volunteers who want to help cats, but might not be able to participate in the foster care program.
- ☛ Sensitivity to and ability to read feline body language and understand when a cat is approaching its comfort threshold.
- ☛ Must be able to climb stairs and rise from low sitting positions.

Prerequisites

Shelter 101 Cat 101 Cat 102

Ambassadors also require Cat 103 Adoption 101

Skills

- ☛ Ability to read and understand feline body language and communication
- ☛ Good interpersonal and communication skills
- ☛ Comfortable dealing with the public.

Lobby Host/Front Desk

Location

Glendale Humane Shelter

Overview

This position provides administrative support by answering phones, greeting and directing visitors and performing basic office duties like filing and copying.

Time Commitment

Varies.

Duties/Qualifications

- Outgoing, friendly personality
- Knowledge of shelter programs
- Desire to educate the public

Prerequisites

Shelter 101 Canine Parenting

Skills

- Great interpersonal skills
- Excellent communication skills

Special Projects

Location

Glendale Humane or off-site

Duties/Qualifications

This position is for volunteers that have specific professional skills they would like to donate to Glendale Humane.

Currently, we are interested in identifying individuals that have a passion for animals and skills in the following areas:

- Social Media (Facebook/Twitter)
- Graphic Design
- Marketing/PR
- Fundraising/Event Coordination
- Web Design
- Photography

Time Commitment

Varies

Prerequisites

Shelter 101

Canine Parenting (depending on project)

Grooming

Location

Glendale Humane or off-site

Qualifications

- ☘ This team is currently under development. Only volunteers with 18 months or more of grooming experience will be accepted at this time.

Prerequisites

- | | | |
|---|---|---|
| <input type="checkbox"/> Shelter 101 | <input type="checkbox"/> Canine Parenting | <input type="checkbox"/> Basic Training |
| <input type="checkbox"/> Basic Manners & Handling | <input type="checkbox"/> Grooming 101 | |

Skills

- ☘ Basic dog grooming
- ☘ Dog Safety and Handling
- ☘ Requires appropriate equipment
- ☘ First Aid & CPR

Wags N Whiskers Walk

Location

Glendale Humane or off-site

Overview

The annual Wags N Whiskers Walk is a low-key fun walk held in Montrose Shopping Park the first Sunday in May. Each year, the Walk attracts hundreds of dogs and their humans! The proceeds from the Walk go to the Second Chance Fund.

The Wags N Whiskers Team plans and runs all aspects of the Walk. Volunteers are responsible for marketing, sponsorships, graphic design, raffles, solicitation, logistics and coordination on the day of the walk.

Time Commitment

Planning Committee is active January – June. Volunteers who would like to join the planning committee must be willing to meet at least bi-monthly from January –April and must be able to attend the event. Commitment and consistent involvement is required.

Duties/Qualifications:

- ☛ The Wags N Whiskers Planning Committee needs your help to plan the 2011 Walk! They especially need volunteers with experience in solicitation of raffle items/prizes, canine contests, vendor solicitation, graphic design, web design, social media, etc.
- ☛ Planning Committee – The Wags N Whiskers Walk is planned and orchestrated by a core group of 8 volunteers. Experience in marketing, fundraising or PR is extremely helpful. Ability to work on a complex task to its completion is also necessary.
- ☛ Day of Event Volunteers – On the day of the event, volunteers setup, takedown, coordinate vendors, register walkers, take pictures and perform a million other tasks! The usual shift is from 7:00 a.m. to 2:30 p.m. though some volunteers will be needed earlier or later. We need 15-20 volunteers on the day of race.
- ☛ Walk Advertising - During the month of April, the WWW Planning Committee asks all GHS volunteers to advertise the event. This can be as simple as displaying a poster and a few event brochures in your cube at work, emailing friends and family or posting on your Facebook or Twitter accounts.

Prerequisites

Shelter 101

Skills

Community Relations

Events Coordination/Fundraising

Graphic Design

Website Design

Foster Care Program- Cats

Location

Foster Parent's Home

Objective

Foster parents save hundreds of lives each year by opening their homes and hearts to help young, ill, injured or under-socialized cats and kittens. Many of these cats would otherwise be sent to city shelters to face euthanasia due to the lack of space and staff time necessary to provide individual attention and care.

Time Commitment

*******Foster parents must be able to make a commitment to keep their fosters until they are adopted- which may be several months.*******

The average daily commitment is 2-3 hours but vary greatly depending on age and overall health.

Duties/Qualifications

- ☼ Foster parents must be able to provide a safe, loving and stable environment for their fosters where they are fed, socialized, trained, groomed and medicated as needed.
- ☼ Foster parents must be available to bring cats to meet potential adopters and will work with the shelter staff to get the foster animal adopted.
- ☼ Foster parents agree to follow GHS protocols for feeding including bottle feeding, veterinary care, vaccinations and behavioral training.
- ☼ Experience with specific issues such as behavior or medical issues is preferred.
- ☼ Foster parents must have common sense and patience, as well as be willing to nurse any injury and/or illness — with the understanding that some issues may result in the death of an animal.
- ☼ Foster parents must be able to transport their foster cat to and from the shelter and to the vet should the need arise.

Prerequisites

Shelter 101

Cat 101

Cat 102

Foster Manual

Adoption Manual

Skills

- ☼ Handling and basic medical care of cats/kittens (willingness to learn/be trained)
- ☼ Bottle Feeding, Medicine Administration, nutrition
- ☼ Safe transport practices
- ☼ Pet CPR

Foster Care Program- Dogs

Location

Foster Parent's Home

Overview

Foster parents for dogs help by opening their homes and hearts to young, ill, injured, abused, stressed or under-socialized dogs.

TIME COMMITMENT

Commitment varies depending upon the situation and the dog.

Duties/Qualifications

- ☼ Foster parents must be able to provide a safe, loving and stable environment for the foster dog.
- ☼ During its stay in a foster home, foster parents are responsible for feeding, socializing, training, and caring for the dog in **STRICT** accordance to shelter and trainer protocols- **NO EXCEPTIONS**. This is vital to the health and adoptability of the dog and the safety of fosters and the general public.
- ☼ Willingness to learn appropriate training, behavioral, nutritional and medical protocol is required.
- ☼ Foster parents must have common sense and patience, as well as be willing to nurse any injury and/or illness, and help with any necessary behavior modification training as outlined by GHS trainers and vets.
- ☼ Foster parents must be able to transport their foster dog to and from the shelter and to the vet.
- ☼ All foster parents are subject to approval by the Executive Director.

Prerequisites

- Shelter 101
- Pet CPR

- Canine Parenting
- Foster Manual

- Basic Manners & Handling
- Brilliant Buddies 101 (puppies)

Skills

- ☼ Handling and basic medical care of dogs/puppies (willingness to learn/be trained)
- ☼ Basic dog care, puppy training, medicine administration, nutrition
- ☼ Safe transport practices
- ☼ Pet CPR
- ☼ Have dog experience or have owned a dog.
- ☼ Must have gone through the Brilliant Buddies program or have extensive experience with puppies if fostering puppies.

Events

Location

Glendale Humane Shelter or off-site

Overview

Event volunteers help organize, plan and staff Glendale Humane booths at community or invitational events to promote shelter programs, adoptions, and raise awareness. Volunteers are GHS ambassadors to the public.

Time Commitment

Varies depending upon event.

Duties/Qualifications

- Outgoing, friendly personality
- Knowledge of shelter programs
- Desire to educate the public

Prerequisites

Shelter 101 Canine Parenting

Skills

- Great interpersonal skills
- Excellent communication skills
- Comfortable in crowds