

## MISSION AND REQUIREMENTS

The mission of the Volunteer Program at Vanderburgh Humane Society is to provide a fulfilling experience to the volunteer and provide necessary assistance where needed at the shelter. Volunteers are the bread and butter of our organization and one of our most valuable resources. With your commitment and assistance, we will work together to make the organization successful in promoting animal welfare, providing public education on the proper care and treatment of animals and giving shelter animals some much needed love and attention.

- Must be at least 16 years of age
- Have an approved volunteer application
- Have a valid email address
- Attend orientation to learn shelter basics
- Complete two trainings in desired area
- Pay \$25 volunteer fee
- Agree to follow all safety and protocol requirements
- Commit a minimum of 4 hours of time a month long-term

\* We are unable to accommodate volunteers who have charges related to sexual misconduct, assault/battery, theft, or animal related offenses.

## VOLUNTEER PROCESS

Step 1: Complete online application via our website

Step 2: Schedule orientation with volunteer coordinator

Step 3: Schedule first training in desired area with volunteer coordinator

Step 4: Schedule second training in desired area with volunteer coordinator

Step 5: Begin self-scheduling and volunteering!

JACKIE



MARY ANNE



MOKI





## VOLUNTEER TRAINING TIMES

Volunteers must complete two training sessions in their area of interest to volunteer independently.

### DOG WALKING

Sunday-Monday: 8:30AM-10:30AM  
or 2:30PM-4:30PM

### BIG DOG BUDDIES

\*Must complete two dog walking trainings

### LAUNDRY AND DISHES

Sunday-Monday 1PM-3PM

\*Each animal care volunteer needs to complete within 6 months.

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## CAT CARE

Tuesday-Saturday: 10AM-12PM  
Sunday and Monday: 9AM-11AM

## AFTERNOON CAT CARE

\*Must complete two cat care trainings

## SMALL ANIMAL CARE

Tuesday-Saturday: 10AM-12PM

## VACCINE CLINIC ASSISTANT

Saturdays: 7AM-3PM

## RIVER KITTY LOUNGE ATTENDANT

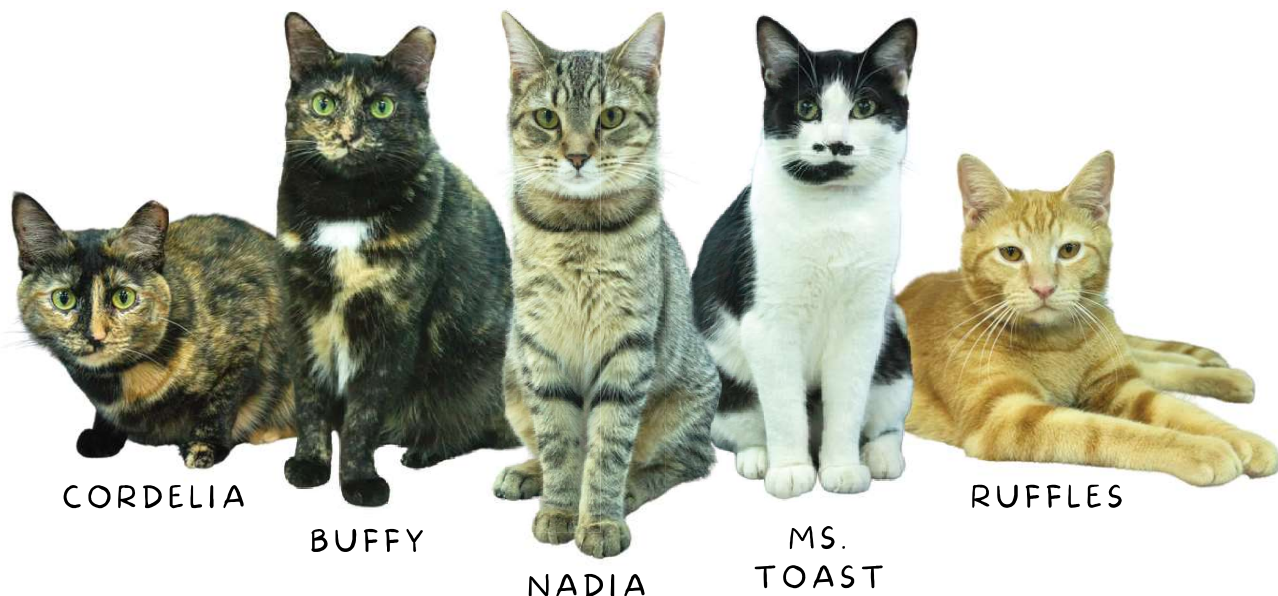
Varies

## HAPPY TAILS CASHIER

Friday and Saturday: 9:45AM-1PM or 1PM-4PM

## HAPPY TAILS PREP CREW

Varies





## CAT CARE

Time: 8:30AM-12PM (at least two hours within this time frame)

Description: Cleaning cat areas, scooping litters boxes, refilling food and water bowls, sweeping and mopping, restocking supplies, emptying trash and accessing cats' health and well-being.

## AFTERNOON CAT CARE

Time: 2PM-6PM Monday - Saturday (two hours in this time frame),  
2PM-4:30PM Sunday

Description: Recleaning any messy cages, refilling water, cleaning empty cages, setting up cages, re-scooping litter boxes.

## SMALL ANIMAL CARE

Time: 8:30AM-12PM (approximately two hours in this time frame)

Description: Cleaning and setting up cages, refilling food and water bowls, sweeping and mopping floors, restocking supplies, emptying trash, providing enrichment, and assessing health and well-being of small animals.

## DOG WALKING

Time: 8:30AM-10:30AM and 2:30PM-4:30PM

Description: Walking dogs in assigned room to fenced in play yard. Playing with, socializing, and working on good behavior. Scooping feces from yard and kennels, refilling water bowls, mopping urine from floors and accessing health and well-being of the dogs.

## BIG DOG BUDDIES

Time: 8:30-6PM Monday - Saturday, 8:30AM-4:30PM Sunday

Description: Paired with a dog to take to dog friendly places (parks, stores, etc) twice a week for one hour to help provide additional enrichment and in-depth information about the dog's personality and behavior.

## VACCINE CLINIC ASSISTANT

Time: Saturdays 7:15AM-2PM

Description: Assisting customers with paperwork and questions and restocking supplies.

## SPAY AND NEUTER CLINIC ASSISTANT

Time: 9AM-3PM

Description: Cleaning and sterilizing all laundry, tools and cages utilized by our clinic patients. Setting up clean cages, preparing food, sweeping and mopping, restocking supplies and emptying trash.

## ADOPTIONS ASSISTANT

Time: 12PM-6PM (two hours in this time frame)

Description: Clean adoption rooms, assist customers with application process, put animals from meet and greets back in their cages/kennels, answer adoption questions and share animal care information.

\*Must be a volunteer for 6 months or longer

## LAUNDRY AND DISHES

Time: 8:30AM-4:30 Sundays and Mondays,

8:30AM-6PM Tuesday - Saturday

Description: Washing/sanitizing bedding, toys, and food and water bowls

## RIVER KITTY LOUNGE ATTENDANT

Time: Varies

Description: Assist guests with adoption process and questions, monitor lounge cats, scoop litter boxes, feed and refill water and clean up any messes.

## HAPPY TAILS CASHIER

Time: 9:45AM-1PM and 1PM-4:15PM Friday and Saturday

Description: Check out guests using Square POS system, wrap fragile items and bag items.

## HAPPY TAILS PREP CREW

Time: Varies

Description: Transport donated items from donation trailer, clean, price and sort items, put items together.

Front Counter and Phones

Time: 9AM-12PM Tuesday-Friday

Description: Answer phones, assist walk-ins, get dogs out for Mutt's Morning Out Program and assist participants with outing reports

