

PLEASE INDICATE WHAT AREAS YOU ARE INTERESTED IN:

Office Assistance

Time Commitment and Training: This volunteer position will ideally be two hours at a time and at least one day a week to keep up with the daily operations. Volunteer times can be in the morning or the evening, depending on which shelter you would like to volunteer times will differentiate. If selected for this position your training will vary depending on your experience and the shelter you are volunteering. You must attend volunteer orientation.

Responsibilities: Assist front office by answering the phone, taking lost and found reports, maintaining files, making thank you cards, greet the public in a friendly positive manner and provide assistance, more advance tasks as determined appropriate based on skills and knowledge of the shelter operation.

Animal Care Assistant

Time Commitment and Training: This position is most important and needed by the shelter. You must attend 1 monthly volunteer orientation before handling animals. Volunteer times for the dog shelter are 7 days a week 9-12 and 4-7. Volunteer times for the cat shelter are 7 days a week 7-10AM, Tues. and Wed. 5-7 and Sun. 3-5. We encourage anyone interested in this volunteer position to dedicate 1 shift a week to keep familiar with shelter policies and procedures. New volunteers will be asked to wear a "New Volunteer" lanyard the first two times you volunteer.

Responsibilities: A new volunteer will become familiar with the operation of the shelter by participating in a variety of activities such as walking dogs, feeding animals, cleaning cages/kennels/floors, stocking, laundry, dishes, sweeping/mopping entry floors and bathroom, trash and other duties as assigned.

Cat Socializer

Time Commitment and Training: This volunteer position requires you attend volunteer orientation and complete training at the cat shelter facility. We encourage anyone interested in this volunteer position to dedicate 1 shift a week to keep familiar with shelter policies and procedures.

Responsibilities: Once both trainings have been completed a person in this position will spend

quality time with the cats in our adoptable cat rooms. Volunteers in this position are expected to follow all rules regarding socializing cats when the shelter is experiencing an outbreak and must adhere to posted signs. Volunteers in this position will have an opportunity to provide comments on the cat's personality traits on a form provided for such purposes and will share those traits with the shelter staff.

Lead Volunteer

Time commitment and Training: This volunteer position is awarded based on proven commitment to the shelter. A lead volunteer is one that has regularly spent time at the animal shelter either socializing cats or dogs. If you are currently a volunteer and are interested in becoming a lead volunteer you must submit a letter to the shelter requesting an appointment. The letter should outline your commitment history (how often you volunteer each week and for how many months you have been active) as well as your skills and abilities to be a lead volunteer and what you can offer to the volunteer program.

Responsibilities: Train new volunteers who wish to socialize cats or work with dogs. Lead 1 hour volunteer orientations which are held once a month. Answer volunteer questions and be a resource for new volunteers. Questions or issues that are brought up that cannot be answered by the lead volunteer shall be brought to management for further consideration. Lead and be onsite for adopt a thons at PetSmart in Canton or locally.

Shelter Maintenance

Time commitment and Training: This volunteer position is awarded based on experience with the ability to maintain shelter equipment. Volunteer orientation is not mandatory for this position as long as you are not handling animals.

Responsibilities: A volunteer in this position will check the volunteer board for needed maintenance. The shelter will provide tools and supplies needed to complete the tasks. Before starting a task please inquire with a shelter staff member.

Board Member Position

Time commitment: Each board member is to serve on a standing committee representing the TCHS, and shall adopt the Society's vision and purposes as his/her own. The committees are Shelter, Finance, Fundraiser, Public Relations, Membership and Grants. Board members are to attend monthly meetings held on the last Wednesday of each month. Board members will also be asked to attend executive sessions when needed. Elections are held once a year. A current board member will elect a candidate for this position if a person shows interests and is active within the TCHS.