



Volunteer Opportunity Guide

Volunteer Job Name	Volunteer Job Description	Schedule	Time Commitment	Requirements	Training Needed	Location
Dog Volunteer	Dog volunteers are responsible for the wellbeing of our dogs at North Campus. Dog volunteers assist the animal care team in general dog care tasks such as cleaning kennels, doing dishes and laundry, and socializing dogs.	Volunteers can sign up 7 days a week as the volunteer's schedule allows. We recommend at least one shift a month minimum to not forget protocols and procedures.	Ongoing	Must love working around dogs, be in good health, as well as be willing and able to assist with cleaning and general upkeep of kennels. Volunteers under the age of 16 must have a parent or guardian with them present and involved at all times.	Dog Orientation	North Campus
Cat Volunteer	Cat volunteers are responsible for the wellbeing of our cats at North Campus. Cat volunteers assist the animal care team in general cat care tasks such as scooping litter boxes, cleaning feline group housing, and socializing cats.	Volunteers can sign up 7 days a week as the volunteer's schedule allows. We recommend at least one shift a month minimum to not forget protocols and procedures.	Ongoing	Must love working around cats, be in good health, as well as be willing and able to assist with cleaning and general up keeping of cat area. Volunteers under the age of 16 must have a parent or guardian with them present and involved at all times.	Cat Orientation	North Campus
PetSmart Volunteer	PetSmart Volunteers are responsible for the wellbeing of our adoptable cats, dogs, and puppies at our weekly PetSmart Adoption events. PetSmart volunteers assist staff in	Friday – Sunday as the volunteer's schedule allows. We recommend one shift a month minimum to not forget protocols	Ongoing	Must love working around animals, have customer service personality, good health, as well as willingness and ability to clean up accidents. Volunteers under the age	PetSmart Orientation	PetSmart on Archer Rd

	facilitating adoptions, handling animals, cleaning our area, as well as keeping both pets and guests safe.	and procedures.		of 16 must have a parent or guardian with them present and involved at all times.		
Thrift Volunteer	Thrift Volunteers assist Thrift Staff in the day to day running of our thrift store which continues to be a primary source of funding for the HSNCF mission. Tasks include moving merchandise on to the shelves, as well as keeping our thrift store neat and clean.	Tuesday-Saturday as the volunteer's schedule allows. We recommend one shift a month minimum to not forget protocols and procedures. Many thrift volunteers decide to have a set weekly schedule.	Ongoing	Must have customer service personality, be in good health, and be willing and able to assist with cleaning. Volunteers under the age of 16 must have a parent or guardian with them present and involved at all times.	Thrift Orientation	North Campus
Goldstar Volunteer	Goldstar Volunteers are the next level dog volunteers. Goldstar Volunteers assist the animal care team with all tasks including: cleaning kennels, dishes and laundry, as well as socializing and walking the dogs on our property. Goldstar Volunteers also assist with new volunteers and can assist with adoptions.	Volunteers can sign up 7 days a week as the volunteer's schedule allows. We recommend at least one shift a month minimum to not forget protocols and procedures.	Ongoing	Must love working around dogs, be in good health, as well as be willing and able to assist with cleaning and general upkeep of kennels. Must be over 16 years old.	Dog Orientation and Goldstar volunteer training	North Campus
Vet Tech Volunteer – Operation PetSnip	Vet Tech Volunteers assist vet staff with the spay /neuter clinic which provides the public low-	Set a weekly schedule as the volunteer's schedule allows.	One semester at a time	Must love working around animals, have an interest in the field, and have completed 25 hours in	Dog and Cat Orientation, and on-the job training	North Campus

	cost sterilization. Vet Tech Volunteers get valuable hands on experience in a shelter medicine environment. Tasks include: cleaning, monitoring animals pre and post-op, assisting during exams, and other tasks as assigned.	Planned before a new semester, every semester.		cats and dogs. Scrubs are required for this position. Must be able and willing to clean and be around sick and unruly animals. Must be over 16 years old.	in medical areas.	
Vet Tech Volunteer – Clinic/Shelter	Vet Tech Volunteers assist vet staff with our low-cost vaccine and wellness clinic as well as in-house shelter medicine. Vet Tech Volunteers gets valuable hands on experience in a shelter medicine environment. Tasks include: cleaning, taking medical history, assisting during exams, and other tasks as assigned.	Set a weekly schedule as the volunteer's schedule allows. Planned before a new semester, every semester.	One semester at a time	Must love working around animals, have an interest in the field, and have completed 25 hours in cats and dogs. Scrubs are required for this position. Must be able and willing to clean and be around sick and unruly animals. Must be over 16 years old.	Dog and Cat Orientation, and on-the job training in medical areas.	North Campus
Reception Volunteer	Reception Volunteers assist the reception team in greeting customers in person, via phone, and via email, as well as guide guests to the right areas. Volunteers also assist in keeping our front lobby tidy and clean, as well as sorting donations to appropriate areas.	Set a weekly schedule as the volunteer's schedule allows.	Ongoing	Must have excellent customer service skills, good health, enjoy working around animals, as well as being able to retain information on all departments of the organization.	One-on-one training with the reception manager.	North Campus
Fundraising	Fundraising and	Set a weekly	One	Must be able to commit	On the job	North

and Communication Intern	Communication Interns assist the Development Team in creating material for social media, assist in planning content, as well as planning and executing fundraisers.	schedule as the volunteer's schedule allows. Planned before a new semester, every semester.	semester at a time	to 10-15 hours a week, have completed or working toward a college degree in a relevant field, enjoy working around animals, and have excellent written and verbal communication.	training	Campus
Summer Vet Tech Intern	Vet Tech Interns assist in one or two areas of our shelter: Low Cost Vaccine and Wellness Clinic and/or Low Cost Spay/Neuter Clinic. Volunteers get valuable hands on experience in a shelter medicine environment. Tasks include: cleaning, monitoring animals pre- and post-op, assisting during exams, and other takes as assigned.	Set a weekly schedule as the volunteer's schedule allows. Planned at the end of spring semester	Summer Semester	Must love working around animals, have an interest in the field, and be able to commit 10-15 hours per week. Scrubs are required for this position. Must be able and willing to clean and be around sick and unruly animals. Must be over 16 years old.	On the job training	North Campus
Foster Assistance Volunteer	Foster assistance volunteers assist our fast paced foster department by helping them run the foster office. Tasks include working with foster families in person as well as through phone/email to coordinate foster homes for pets, schedule medical procedures, and hand off supplies. Also help to keep	Set a weekly schedule as the volunteer's schedule allows and based on foster department needs.	Ongoing	Must have gone through a cat or dog volunteer orientation (preferably both) and completed at least 10 hours of volunteer service in animal care. Must have customer service personality.	Both one-on-one and on the job training with foster coordinators	North Campus

	the foster lobby clean/tidy and complete other tasks as assigned.					
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