

## Volunteer Opportunity Guide

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

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

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

and	Communication Interns	schedule as the	semester at	to 10-15 hours a week,	training	Campus
Communication	assist the Development	volunteer's	a time	have completed or	training	campas
Intern	Team in creating material	schedule allows.	a time	working toward a college		
	for social media, assist in	Planned before a		degree in a relevant field,		
	planning content, as well as	new semester,		enjoy working around		
	planning and executing	every semester.		animals, and have		
	fundraisers.	every semiesteri		excellent written and		
	ranaraiseisi			verbal communication.		
Summer Vet	Vet Tech Interns assist in	Set a weekly	Summer	Must love working around	On the job	North
Tech Intern	one or two areas of our	schedule as the	Semester	animals, have an interest	training	Campus
	shelter: Low Cost Vaccine	volunteer's		in the field, and be able to		
	and Wellness Clinic and/or	schedule allows.		commit 10-15 hours per		
	Low Cost Spay/Neuter	Planned at the end		week. Scrubs are required		
	Clinic. Volunteers get	of spring semester		for this position. Must be		
	valuable hands on	, 0		able and willing to clean		
	experience in a shelter			and be around sick and		
	medicine environment.			unruly animals. Must be		
	Tasks include: cleaning,			over 16 years old.		
	monitoring animals pre-					
	and post-op, assisting					
	during exams, and other					
	takes as assigned.					
Foster	Foster assistance	Set a weekly	Ongoing	Must have gone through	Both one-on-	North
Assistance	volunteers assist our fast	schedule as the		a cat or dog volunteer	one and on	Campus
Volunteer	paced foster department by	volunteer's		orientation (preferably	the job	
	helping them run the foster	schedule allows		both) and completed at	training with	
	office. Tasks include	and based on		least 10 hours of	foster	
	working with foster families	foster department		volunteer service in	coordinators	
	in person as well as through	needs.		animal care. Must have		
	phone/email to coordinate			customer service		
	foster homes for pets,			personality.		
	schedule medical					
	procedures, and hand off					
	supplies. Also help to keep					

the foster lobby clean/tidy			
and complete other tasks			I
as assigned.			1
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