



VOLUNTEER JOB DESCRIPTIONS

Volunteer information sessions take place every second and fourth Saturday of the month at the shelter at 2pm. For more information on these sessions you can call the shelter at (770) 383-3338.

Pet Transport

Training requirements: Complete a volunteer application and attend a volunteer information session.

Note: You must carry a valid Georgia Driver's License to perform any of these duties.

Our pets have people to see and places to be! These places include:

- **PetCo Adoptions:** These happen every Saturday and Sunday from 11am-4pm at Petco in Acworth. Not only do we need help with the adoptions themselves, we need reliable people to help get our pets to and from these adoption days. This involves loading the pets carefully into the van and unloading them at the other end.
- **Airport and rescue organizations:** Sometimes our pets find their new homes in the places they least expect and they need a little extra help getting there! Occasionally, a pet will steal the heart of someone in another state and will need to be taken to the airport to begin the journey home.
Rescue Organizations (e.g.; for a specific breed of dog or cat) will sometimes like to meet and 'adopt' a certain pet. Not only does this provide an even better environment for the pet waiting for its forever home, it opens up a space in our shelter for another homeless animal.
- **Veterinary visits:** To keep all of our residents healthy and happy, veterinary appointments are sometimes necessary and they need a loving, reliable volunteer to get them there and back safely. For most pets, it's also very comforting to have a human friend there, holding their paw (if the visit is on the shorter side).

Hands on pet care

Training requirements: Complete a volunteer application and attend a volunteer information session. Shadow a seasoned volunteer for a certain number of hours.

This can include the care of cats, dogs or both. Keep in mind that cats and dogs think and feel differently and require different things to feel happy and healthy.

Pet personalities are as varied as humans and because of this, each pet that comes to our shelter deals with this stress differently. Some find themselves very upset and confused, which is understandable if you've just lost your family or have been living with no food or human contact for a long time. Some seem to be barely affected by the situation and are as happy as can be! The cats and dogs that arrive feeling unhappy or scared of humans are the ones who need what we call 'socialization' before they are ready for a new family. This can be a process of a few days to a few weeks. Company is the best way for these pets to feel better and company comes in many forms.

For dogs:

- Going for walks and letting them feel the wind in their fur with you at their side
- Playing fetch and getting exercise in one of our outdoor areas
- Brushing, grooming or bathing
- Just being 'there'. Sitting with a dog and speaking to it (at whatever distance they're comfortable with) can dramatically change their perception of humans and help them learn to trust.

For cats:

- Cats love to be spoken to and the tone of our voice is one of their main methods of deciding whether we're trustworthy or not. If a kitty is so frightened it huddles in the back of it's cage, a lot of soft talking can help them feel safe. Cats usually relax after a while and with some dedicated attention will allow a volunteer to pet them and hold them.
- Brushing and grooming (if the cat is open to this)
- Playtime (inside only)
- Cuddling and affection

These duties are some of the most important for our animals and it's fun for us as well! A well-adjusted, happy pet is a pet that will find a family faster and be well equipped for it's new life. While the frightened and unhappy pets are the ones who need this sort of attention the most, lots of other dogs and cats are very excited to have company and all of our residents would be very open to going for a walk or getting a cuddle!

Other hands-on pet duties:

- Assuring each cat cage is clean and tidy, with a clean bed and fresh water
- Topping up each cats food bowl as necessary
- Feeding dogs at scheduled times and giving fresh water
- Cleaning out dog runs

Adoptions

Training requirements: Complete a volunteer application and attend a volunteer information session. Complete Adoption training and shadow a seasoned volunteer for a certain number of hours.

Adoptions are what keep our mission alive! They are one of the most exciting, heart-warming and important things to happen at the Shelter. Ask any volunteer and they'll tell you that there's no better feeling than seeing an animal you've cared for go home with its new family.

PetCo Adoptions: Saturdays and Sundays are action-packed at the Acworth PetCo with the addition of Etowah Valley Humane Society and our ever-changing bunch of adorable adoptables. Each weekend from 11 am to 4pm we show off our pets in the store and let the public experience their charm first hand!

PetCo Adoptions are a great way to get involved. Not only is it a fun-filled day, you have the reward of seeing multiple dogs and cats find their forever homes. You can choose to help on just one of the days or both and it's a great way to help make the public aware of the importance of adopting. This particular volunteer work is very public-facing and is well suited for engaging individuals who enjoy interacting with people as much as pets.

Some duties in this list can only be performed after a certain number of hours of experience.

PetCo Adoption duties include:

- Loading and unloading dogs at the start and end of each day
- Walking dogs throughout the day
- Making sure dogs always have fresh water and giving them the occasional treat
- Talking with potential adopters about any pets they may be interested in and helping them find a good match for their family, based on what we know about the pet
- Discussing medical history and the general background of pets with the public
- Talking to potential adopters about our adoption process, fees and what they cover
- Review of applications

Shelter Adoptions: The Shelter regularly receives visits from people interested in adopting a new family member, or those coming to meet a pet they fell in love with online.

If a visitor hasn't come to the Shelter for any specific animal, they'll need a volunteer to introduce them to some pets they may be interested in.

This involves:

- Giving visitors a short tour of the Shelter, based on the type of pet they're interested in adopting
- Talking with potential adopters about any pets they may be interested in and helping them find a good match for their family, based on what we know about the pet
- Discussing medical history and the general background of pets with the visitor
- Discussing our adoption process, fees and what they cover
- Bringing pets out of their cages and into the meeting rooms for adopters to get to know the pet in person

Weeknight Cat Care at PetCo: In addition to Saturday and Sunday Adoption days, we also have four permanent cages for cats at PetCo. These cats are tended to by the volunteers helping on adoption days over the weekend, but require attention throughout the week. Weeknight cat care is a small time investment, but a big help for the four cats living at PetCo!

Duties include:

- Scooping and cleaning litter boxes
- Making sure each cat has clean, fresh drinking water and food bowls are full
- Letting cats into their shared play area for exercise and socialization
- Assuring each cage is clean and tidy and each cat is comfortable and healthy
- Reporting any health problems or concerns back to the Shelter Director immediately

General maintenance and housekeeping

Training requirements: Complete a volunteer application and attend a volunteer information session.

Cleaning and housekeeping is what keeps our Shelter ticking along. It doesn't always involve direct contact with the public, so is a great way to contribute if you prefer helping behind the scenes. This work is also important to assure our residents are as comfortable as possible during their stay in the Shelter.

Duties include:

- Unfolding newspaper (for the bottom of cages)
- Cleaning litter boxes and cat cages
- Assuring cats have fresh, clean drinking water and their food bowls are clean and full
- Feeding dogs at scheduled times and giving fresh water
- Laundry: folding, washing, sorting
- Washing and putting away food dishes
- Emptying trash
- Washing windows
- Filling cat litter bin
- Keeping cat-room storage tidy and organized
- Cleaning dog runs
- Sweeping and mopping floors
- Cleaning puppy cages and quarantine cages
- Cleaning public restrooms
- Overall tidiness, making sure the Shelter is presentable and inviting for visitors

A tidy, clean environment with happy, comfortable pets is an inviting one! There's nothing better than the satisfaction of a clean, tidy shelter with purring cats and sleeping dogs who very much appreciate your help in making their lives more comfortable!

Newsletter and media contributions

Are you a wonderful wordsmith with a flair for storytelling? If you have a special interest in writing, we need you! Our quarterly newsletter, "The County Critter" is always open to contributions of real-life stories that affect the Shelter or animals in our community, documentations of fundraisers and events and interesting news stories.

This is a great way to help the animals with much needed publicity. Our newsletter is sent out to our members and makes it into the hands of many beyond that. Having interesting content that will remind people of the work we do is a vital part of keeping the spirit of humane education and animal welfare alive.

You can contribute by:

- Offering your adoption success stories through our website (we love pictures too!)
- Attending our events and fundraisers and documenting the day with photos or stories
- Gathering relevant news stories and community current affairs

Special events/fundraising

Because Etowah Valley Humane Society survives entirely on the help of volunteers and donations, fundraisers and events are an important part of our success.

Donations can mean new equipment for the Shelter, putting a window here, some more cages there or even specialized vet care for a resident. It's also how we acquire our everyday supplies like cat litter, pet food and medical supplies.

Fundraisers take a big team effort and we always need extra helping hands around these times.

Fundraiser duties include:

- Gathering donations and sponsors (from community businesses, etc)
- Making phone calls
- Envelope stuffing and mailing
- Making flyers and registration forms
- Helping where needed during the event itself

Shelter administration

Training requirements: Complete a volunteer application and attend a volunteer information session.

The Shelter is always in need of volunteers with clerical abilities and an eye for organization. With the number of pets that come through our building and with all of them having different medical, social and physical needs, it's important that things are kept organized!

Administrative duties include:

- Filing
- Mailing
- Paperwork as needed
- Phone answering

Special skills

We need everyone! If we have not listed a volunteer opportunity that fits your talents and skills, please contact the Shelter and let us know!

- Artists
- Craftspeople (sewing, woodworking, etc)
- Electricians
- Carpenters and builders
- Plumbers
- Printers
- Painters
- Business owners
- Gardeners
- I.T Professionals and technicians

If you love animals, there is a way to help!

For any additional information or to learn more about a particular opportunity, you can contact the Shelter or our Volunteer Co-Coordinator.