

***Congratulations on becoming a Dan Cosgrove Animal Shelter Volunteer!***

## **Volunteer Orientation Checklist**

Please know that we APPRECIATE your valuable time, energy and willingness to Volunteer! You are a valuable asset to our team! The animals, the staff and the town THANK YOU!

We want to protect you, the shelter and the town. So please pay close attention to your orientation and initial as we go through each item with you. Please do not hesitate to ask questions...we always value your input!

All Incidents must be reported to the Director or Supervisor on Site. A written report will be required with your signature.\_\_\_\_\_

Please note that Volunteers can be dismissed due to consistent tardiness/no show, not wearing uniform, rule breaking, fowl behavior,etc\_\_\_\_\_ This is not an all inclusive list. If a staff member feels your behavior is inappropriate we will discuss it with you as accordingly.\_\_\_\_\_

**PLEASE NOTE THAT NONE OF THESE CAN BE CHECKED OFF UNTIL THEY ARE COMPLETED AT ORIENTATION!**

### **DOGS**

Volunteers are NOT permitted inside DOG CAGES with DOGS AT ANY TIME\_\_\_\_\_

Blue Door to Playyard must be completely shut when taking dog out\_\_\_\_\_

No outside food or treats to be given\_\_\_\_\_

Do NOT Put fingers/hands inside/under cages at ANYTIME\_\_\_\_\_

Only one Dog out at a time(unless otherwise given permission)\_\_\_\_\_

Permission must be obtained before walking any dog\_\_\_\_\_

Dogs must be walked on leashes while out in front \_\_\_\_\_

Do not bear hug dogs while walking/playing with them\_\_\_\_\_

Walker must clean up poop after dog\_\_\_\_\_

Volunteer must put all dog toys in bucket when done playing outside \_\_\_\_\_

You must stay on Animal Shelter Property with dogs \_\_\_\_\_

Shown how to properly put a dog on leash from cage\_\_\_\_\_

Shown how to properly secure dogs while cleaning cages \_\_\_\_\_

Learned how to clean and disinfect cage back & scoopers disinfected \_\_\_\_\_

Learned how to clean and disinfect cage front \_\_\_\_\_

Water buckets must be cleaned/filled/bedding & toys replaced \_\_\_\_\_

Shown where dog toys & clean bedding are \_\_\_\_\_

Shown where dirty items go \_\_\_\_\_

## CATS

Some cats are temperamental please ask a staff member before handling\_\_\_\_\_

Please get updated to the cats each time you volunteer: some go on medications and can not be let out or handled\_\_\_\_\_

Mama cats and her kittens are to only be handled by staff unless you have specific permission\_\_\_\_\_

Permission must be granted by a staff member to let cats out of cages\_\_\_\_\_

No outside food is to be given \_\_\_\_\_

Shown how to properly secure cats while cleaning cages\_\_\_\_\_

Learned how to clean and disinfect cage\_\_\_\_\_

Cat bowls, litter boxes and bedding filled replaced or cleaned\_\_\_\_\_

Shown where cat toys/litter/ clean bedding are\_\_\_\_\_

Shown where dirty items go\_\_\_\_\_

## OTHER ITEMS TO BE COMPLETED

There are times at the Shelter where we could use extra help on top of the normal routines. Some of these items would include greeting people in the lobby, filling the kitty litter/cat food bins, mopping&sweeping floors, emptying garbage/recycling bins, putting laundry on, folding laundry, answering phones, cleaning up any leftover Dog poop outside, cleaning other critter cages and lots of other things . \_\_\_\_\_

## OTHER VOLUNTEER COORDINATOR POSITIONS

We have specific Volunteer Coordinator Positions Available Also. These Positions are for Someone who is interested in working Hands On to gain experience with Handling Animals, Marketing, Management, and Customer Service Skills ETC. These positions would be working directly with the Director and Supervisor. These positions look excellent on Resumes and allow you to gain skills in a Town Work Environment.

We are Currently Seeking a Volunteer Cat Outreach Coordinator:

Responsibilities include> Orientating new Volunteers- Recruiting New Volunteers- Helping to Organize/Participate at Fundraisers and some Management of Volunteers  
This position requires about 10 hours a week.

We are also looking for a Volunteer Greeter/Animal Handler: Responsibilities include> Welcoming guests into the Shelter, Determining their needs, assisting them through the Shelter and Thanking them for Visiting as they exit. This position is available everyday, however our primary hours needed are Thursday 3-7, Friday 1-5, Saturday 11-3 and Sunday 11-3.

Staff/Volunteer Member Conducting Orientation\_\_\_\_\_Date\_\_\_\_\_

Volunteer(Print Name)\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_