

New Volunteer Training Worksheet

About this worksheet: There are 5 Key areas that allow our shelter to function and you will be responsible for completing tasks in each of these areas in order for us to consider you trained and ready to volunteer on your own.

There are 5 hours allowed per title heading.

Contact your Volunteer Coordinator, Brittany Curtzwiler, volunteer@southernpinesanimalshelter.org if you have any questions.

(Each item must be initialed by overseeing staff member or volunteer coordinator after completion)

1. Dog Care (5 hours)

a. Dog Walking (1 hour) Staff initials _____

- You must walk a minimum of 3 dogs for a minimum of 15 minutes each in approved walking areas
- What dogs did you walk? _____

b. Dog Bathing (3 Dog Minimum) (1 hour) Staff initials _____

b..1. _____

b..2. _____

b..3. _____

c. Poop Pick Up (1 Hour) Staff initials _____

- Poop carries germs that can spread disease throughout the shelter, so it is important for the health of our pets that it is picked up regularly.
- Please get gloves and plastic bags and pick up all poop and trash in the following areas: empty play pens, walking trail, shelter entrance, parking area, grassy area behind kennel building, and the grassy area between office building and kennel building

d. Socializing (1 Hour) Staff initials _____

- Socialize with dogs with PINK TLC tags on kennel cards for 15 minutes each by either sitting inside kennel with them or sitting outside their kennel and giving them treats for approaching you. Soft touches and soft voices work best.

e. Enrichment or Feeding (1 Hour) Staff initials _____

- Enrichment is done at 2:00pm and dogs must be separated for enrichment activities. Enrichment activities include toys, rawhides, or food toys. You may also earn credit outside of the 2:00pm timeframe by preparing enrichment toys for later volunteers or staff.
- Feeding time is 3:00 pm- you will help separate dogs, prepare food, and pick up food after feeding time

2. Cat Care (5 Hours)

a. **Cat and Kitten Cottage Cleaning (1 Hour) Staff initials _____**

- Can be completed at 10:00 am Monday-Saturday, 12:00pm Sunday

b. **Sweep Cat Cottage, Kitten Cottage, and porches on both (1 Hour) Staff initials _____**

c. **Restock all supplies in each cat house (1 Hour) Staff initials _____**

- Cat litter, cat food, clean blankets, paper towels, etc.

d. **Petsmart or Petco Cat Care (2 Hours) Staff initials _____**

- Clean cat habitats and socialize with cats at either Petsmart or Petco (ask which location we currently have cats before completing this task)

3. Office (5 Hours)

a. **Sweep and Mop (1 hour) Staff initials _____**

- Sweep and mop front lobby, hallway, assessment room, holding room, and the surrender room so we can prevent the spread of germs and to look nice for visitors
- Clean glass door in lobby

b. **File and Copy (1 hour) Staff initials _____**

- file adoption paperwork, make copies of necessary, front office paperwork including surrender forms, adoption profiles, and assessment forms

c. **Clean and restock holding room (1 Hour) Staff initials _____**

d. **Restock Science Diet Adopter Packs (1 Hour) Staff initials _____**

e. **Porches (1 Hour) Staff initials _____**

- Sweep front and back porches of office and return any items that do not belong to their proper location such as kennels, dirty laundry, and donated items
- Clear away any trash

4. Adoption Events or Fundraising (5) Staff initials _____

- Sit with, or take adoptable pets to Petsmart or Petco during adoption days
- Clean cat habitats at Petsmart or Petco
- Work a fundraiser such as a Give Back Night at Raising Cane's