

Washington Area Humane Society Volunteer Program Guidelines

P.O. Box 66, Eighty-Four, Pa. 15330, 724-229-0404

Thank you for choosing to volunteer at the Washington Area Humane Society. We are a no-kill shelter funded by private contributions, so every effort of the volunteers is essential for our success. Please take time to read this form and don't hesitate to ask questions or provide suggestions so that we can provide every volunteer with a memorable and meaningful experience.

- **All participants in the volunteer program must either meet with or talk to the volunteer who contacts them, for a brief orientation.**
- **Volunteers must review and sign a release form. All information on file must be up-to-date prior to volunteering in any aspect of the program.**
- **Throughout your volunteering, continue to reintroduce yourself to the staff until they become familiar with you. They will appreciate your taking the time to get to know them. Remember we are all working towards the same goal ... to improve our shelter.**
- **Wear a volunteer badge at all times when you are at the shelter.**
- **Keep us informed of any schedule changes in your life that affect your ability to volunteer.**
- **In the event you are unable to keep your commitment for a specific event, please notify the coordinator AS SOON AS POSSIBLE so that we can find a replacement for the time you were scheduled.**
- **Direct all comments, suggestions, concerns and complaints to volunteer coordinator, Faye Kennedy (724-969-0186). Not only are we here to improve the animals' lives, but we are also committed to making the volunteer experience a rewarding one. Without feedback, positive or negative, we are unable to correct problems, implement new ideas, or improve the program.**
- **Volunteer meetings are held at King's Restaurant on Rt. 19 in McMurray at 7:00 pm on the Fourth Tuesday of each month.**

Summary of Volunteer Activities

Following are brief description of volunteer tasks. Some tasks need to be provided daily and others are on an "as need" basis. Volunteers with a variety of skills are badly needed. No job is too big or too small. All jobs are important. Please don't hesitate to ask questions and/or explain your interests.

SHELTER ACTIVITIES:

Kennel Greeters: Welcome customers and direct them to the type of dog that interests them.

Dog Walkers: Learn to safely walk and work with dogs on our walking trail.

Adoption Counselor: Help customers chose a pet that is right for their family.

Rabies Clinic: Help check people in at our semi-annual rabies clinics.

Fostering: Take an animal into your home until a proper family is found. These animals may have been abused, be recovering from surgery or may be expectant mothers with a new litter.

Cleaning: General cleaning of kennel runs and cages.

Laundry: Washing and folding blankets and towels used for bedding and in the clinic.

Cat Greeters: Welcome customers and explain the procedures.

Cat Cuddler/Adoption Counselor: Help groom and pamper cats while assisting customers in their choice of cats for adoption.

Cleaning: Anything from sweeping the floor to scooping litter. *(Tell us what you are willing to do)*

FUNDRAISERS:

Events: Help at major events such as Cash Bash/Vegas Night; Fashion Show; Bingo; County Fair; Pet Halloween Costume Contest; Mutt Strut; Tuxes for Tails; Poker Run, etc. which includes:

- Preparing rooms for events; decorate
- Request donations from local businesses
- Help serve food or donate baked goods
- Sell tickets to events that require it.
- Sell raffle and Chinese auction tickets at events

Off-site Adoptions: Go with us to area business where we have arranged to show animals for adoption; request donations in our Poco Banks; Sell WAHS items such as cookbooks, giftwrap, greeting cards and lottery calendars.

Poco Banks: distribute to and collect banks from local businesses.

OFFICE DUTIES:

Mailings: Assist with letters (fold, stuff and stamp), our newsletter, etc.

Computer: Type letters, input data, help with website.

Prepare Newsletter: Assist with typing articles, printing, folding and mailing.

Distribution of Newsletter: Distribute newsletter to area businesses.

Collating: Assemble packets of materials.

Any odd job that is time consuming but not too difficult.

OTHER ACTIVITIES:

Pets with Seniors: Take animals to senior care homes to visit.

Youth Programs: Work with "Helping Hands for WAHS" youth volunteers: give tours of the facilities to outside youth groups and/or assist students working on school and/or Scout projects.

Maintenance: Yard work, painting, repairs, etc. around the grounds. For the Handy-person.