

# Welcome to Dane County Humane Society!



*"Helping People Help Animals"*

# Volunteer Options - New Volunteers

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New volunteers are recruited for one of these 'Primary' volunteer positions:

- **Weekly Shift**

- 2-4 hours weekly shifts
- Shift is on same day each week

- **Internships**

- Varies with position, but may be 1-5 shifts per week, and shifts can be 3-8 hours each

- **Foster Care**

- Companion animals cared for in your home





# Volunteer Commitment

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New volunteers are recruited if they can fulfill the minimum commitment for their volunteer position:

## ■ Weekly Shift

- Minimum six month for most positions, with a few requiring 12 months



## ■ Internships

- Commitment may be 3-6 months, varies with position.

## ■ Foster Care

- Foster at least one animal or group of animals in 6 months



# Volunteer Training

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Training varies based on volunteer position, and may include the following:

- Online Training
- Classroom training
- On-the-job training
  - Mentored by trained volunteers or staff





# Volunteer Positions - Overview

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The following slides will cover more in depth information regarding the three ways to begin your volunteering with DCHS:

- Internships
- Foster Care
- Weekly Shift Positions



# Internships

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- Types:
  - Wildlife Center
  - Thrift Store
  - Education Program
  - Feline Program
  - Others as needed
- Opportunities are advertised on the job's section of website
- Educational credit may be offered
- Limited compensation may be offered





# Foster Care – Companion Animals

- Why are animals fostered:
  - Animals in need of socialization or behavior modification
  - Animals that are very stressed by their recent change in their lives and need extra care to encourage them to adapt to new lifestyles
  - Animals in need of a quiet home to recover from an illness or injury
  - Animals too young to be adopted, some may still be nursing with their mothers along, or you might bottle feed if there is no mother
  - Our smaller critters (guinea pigs, rats, mice, hamsters and gerbils) are often fostered if they are pregnant. Once the babies are old enough to wean, mom and babies are returned to the shelter for adoption.

*Note: animals listed as 'adoptable' are not fostered, as these animals will be quickly adopted and do not need foster care.*



# Foster Care – Companion Animals

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## ■ Length of Foster:

- The length of stay in foster care can vary from a few weeks to several months depending on the reason for foster
- Homes that are able to take fosters on a consistent basis help out the most, but even homes that can take only a couple fosters a year can be a big help for the shelter's special needs animals.





# Foster Care Impact

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- 2019 Companion Foster – 528 animals placed:
  - 393 Cats
  - 87 Dogs
  - 48 Smaller Critters

*22,639 Volunteer service hours provided by foster homes*



# Foster Care – Companion Animals

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- Foster parents provide:

- Food, treats and toys
- Cat litter or bedding
- Transportation
- Lots of love

*If needed, DCHS can provide the supplies*

- DCHS provides:

- medication, prescription food and health care

- You select the type of animals to foster and determine when you are available for a foster

- Foster volunteers are never expected to take an animal that is not a good fit for their home or family





# Foster Care – Guidelines

- If you have animals of your own, they must be established with a veterinarian and current on all vaccinations
- ‘Baby critter’ proof your foster area
- Cats need an isolated room:
  - To minimize stress
  - To prevent spread of possible illness
  - That is easy to clean
- Dogs should have a crate or area that is their own
- The outdoors:
  - Cats may not go outdoors
  - Dogs must have a collar with DCHS ID tag and DCHS fitted walking gear
  - Dogs may not go to dog parks



# Foster Care – Considerations

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- Most likely, acting as foster parent to an animal will be smooth sailing and remarkably fulfilling, but the following are considerations:
  - Animals may not have been house trained
  - Animals may not have good manners
  - Animals tend to chew or scratch
  - Animals are likely not spayed/neutered
  - Animals bark, wne, and meow
  - Animals sometimes need their movement restricted and either gated or crated
  - Animals may not be used to living indoors
  - Animals may develop medical issues that will need your care

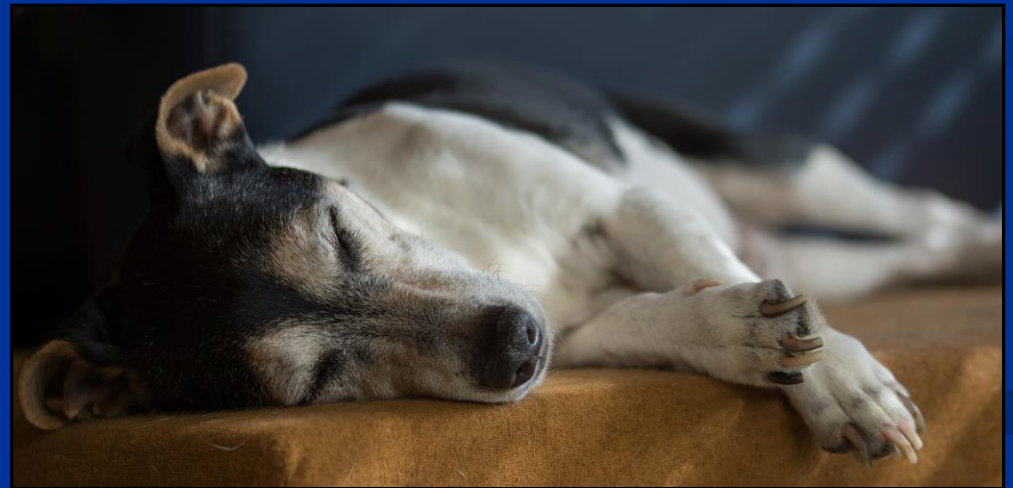




# Foster Care – SAAV Program

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- The SAAV Program (Sheltering Animals of Abuse Victims) is a unique foster opportunity for DCHS volunteers. SAAV foster parents are asked to confidentially foster the animals of domestic abuse victims. By offering foster care, foster parents increase the chances that a victim will seek help without fear of leaving their animals behind.
- SAAV's shelter services are provided to victims in Dane County who are receiving services from DAIS (Domestic Abuse Intervention Services) at the time of intake into our program.
- DCHS foster volunteers are eligible to be SAAV fosters if desired.



# 'Primary' Volunteer Positions

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- The majority of new volunteers fill a 'Primary' volunteer position
- Volunteers with a 'Primary' position have a weekly 2–4 hour shift.
- The coming slides give an overview of this part of our volunteer program, including a listing of all entry level 'Primary' volunteer positions.



# **‘Primary’ Weekly Shift Position List**

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- Administrative Assistants
- Admitting Assistant
- Adoption Center Assistant
- Adoption Pick-up Assistant
- Animal Medical Services Assistant
- Barkins’ Donation Assistant
- Canine Companion
- Carestaff Assistant
- Classroom Animal Assistant
- Critter Cuddler – Main Shelter
- Customer Experience Assistant
- Feline Friend – Main Shelter
- Feline Friend – Mounds Sun Prairie
- FIT Feline Caretaker
- Groomer & Bather
- Kennel Assistant
- Pet Profile Writer
- Photographer
- Reception Assistant – Front Office
- Reception Assistant – Lost & Found
- Thrift Store Assistant
- Wildlife Assistant
- Wildlife Receptionist



# Assignment of Volunteer Positions

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- When filling out your online volunteer application we ask for your top volunteer positions.
- Our goal is to offer new volunteers the position that is their first choice, but this is not always possible.
- The position you are offered is based on:
  - Your age meets the requirement for the position
  - Your availability matches open shifts
  - Your ability to fulfill the minimum commitment of position
  - You have the required previous experience

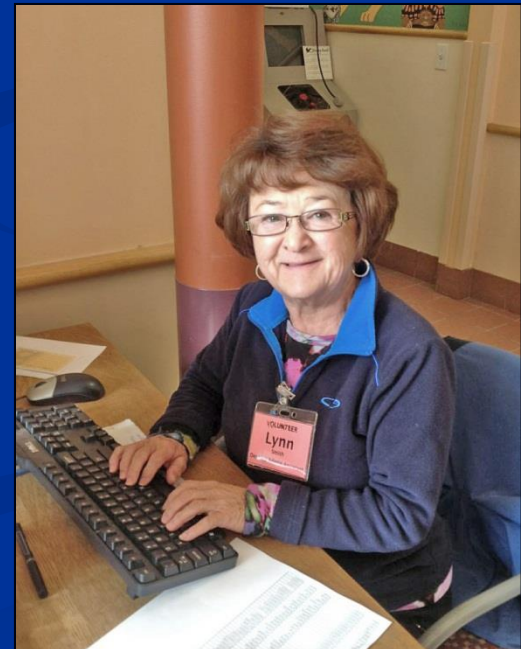
# Administrative Assistants

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Activities including data entry, organization of data, processing applications, preparation of mailing materials, filing, orientation assistance, volunteer recognition programs and miscellaneous administrative projects.

- Development dept.
- Volunteer Program

*\*Minimum age to volunteer is 18 years old.*



# Admitting Assistant

- All animals begin their time at DCHS in Admitting.
- Each is provided a wellness exam, including:
  - Vaccinations
  - Deworming
  - Flea & Tick Treatment
- Volunteers assist staff with:
  - Clean admitting cages/room
  - Restocking of supplies
  - Preparation of exam supplies used
  - Other duties as assigned

*\*Minimum age is 18 years old. Entry position does not include animal handling.*





# Adoption Center Assistant

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- Location: Main Shelter
- Greet the public
- Answer questions, and provide initial information about the adoption process
- Provide adoption counseling
- Handle cash register transactions

*\*Because of the extensive training and adoption counseling involved with the Adoption Center Assistant position, a year-long commitment is required.*

*\*Minimum age to volunteer is 18 years old*

# Adoption Pick-up Assistant

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This position's mission is to process the final stages of scheduled adoption pick-ups so our adopters can spend less time waiting in line and more time cuddling with their new baby at home.

- Prepare handout and paper work
- Collect food and medications to send home
- Bring animal to adoption center



*\*Minimum age to volunteer is 18 years old*

# Animal Medical Services Assistant

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## Assist AMS Staff with:

- Surgical recovery
- Cleaning and sterilization of surgical instruments
- Restock ICU and surgical prep areas
- Daily care, feeding and cleaning of ICU patients
- Enter Surgical data
- Shifts are weekday morning and early afternoon only



*\*Minimum age to volunteer is 18 years old.*



# Barkins' Donation Assistant

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- How do volunteers help?
  - Sort donations, and distribute around the shelter
  - Stock Barkins' resell pet supply shelves located in main shelter



*\*Minimum age to volunteer solo is 16 years.  
Youth/Adult volunteer teams also eligible.*

# Canine Companion

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**Provide care for dogs labeled 'Purple' who are generally friendly to strangers, and reduce their stress.**



- Spot-clean kennels
- Enrichment activities
- Dishes and laundry
- Potty breaks
- Spend quiet time in kennels, or take dogs in the fenced in yards or on trails

*Minimum age to volunteer as a Canine volunteer is 18 years old.*

*Minimum commitment is 12 months*

# Carestaff Assistant

- Assist with the overall care of shelter animals by providing a clean, healthy, and nutritive environment for them during their stay at Dane County Humane Society.



- Cage and kennel cleaning
- Care of isolation cats
- Dishes and laundry
- Diet preparation
- Setting up animal cages
- Morning shifts may help with livestock if trained



*\*Minimum age to volunteer is 18*



# Classroom Animal Assistant

- Take care of our Classroom animals
  - Guinea pig(s)
  - Rat(s)
  - Bearded Dragon
  - Corn snake
  - Hissing Cockroaches



- Includes:
  - Critter socialization
  - Cage Cleaning and feeding

*\*Minimum age to volunteer is 8, and must be trained and volunteer with a parent or guardian at all times. Adults can volunteer with a youth or solo*



# Critter Cuddler

- **Tasks include:**
  - Critter socialization
    - Rabbits, ferrets, guinea pigs, gerbils, hamsters, rats, and mice.
  - Cage cleaning
  - Restocking supplies
- **Available at:**
  - Main shelter



*\*Minimum age to volunteer is 8, and must be trained and volunteer with a parent or guardian at all times. Youth 13-17 can volunteer solo. Adults can volunteer with a youth or solo.*

# Customer Experience Assistant

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**Helping to ensure our guests feel welcome when visiting our shelter.**

- Greet guests and direct them to where they need to go
- Provide general information about the adoption process
- Perform mini-tours of the shelter to people waiting to meet with a pet
- Check-in with adopters waiting to meet with a pet
- Talk with guests to see if they have any questions, provide answers or find information for them

*\*Minimum age to volunteer is 18 years old.*





# Feline Friend

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## ■ Tasks include:

- Cat socialization
- Cat enrichment
- Cleaning cat kennels
- Restocking supply area
- Laundry and dishes
- Record and communicate information regarding cats' medical and behavioral health

*\*Minimum age to volunteer as a Feline Friend is 16 at the Main Shelter.*

# Feline Friend - Mounds Adoption Center

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**This position is suspended due to COVID-19**

- **Adoption Center Assistants at Mounds locations start as a Feline Friend**
  - Cat Socialization
  - Cage Cleaning
  - General House Keeping
  - Supervising Interactions with Cats
- **Interact with the Public**
  - Greeting guests
  - Adoption Policies & Procedures
  - Providing Animal Information

*\* Mounds location: Sun Prairie  
Must be 18 years old to volunteer*



# FIT Feline Caretaker

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- In 2004, DCHS began a groundbreaking, nationally recognized program to treat cats with ringworm.
- **FIT: Felines In Treatment**
  - Ringworm Treatment Program
  - Treat and save up to 100 cats per year
- **Assist staff with:**
  - Feed, clean and medicate cats
  - Update behavior logs
  - Clean cages, laundry and dishes
  - Daily provide lots of TLC to cats and kittens

*\*Minimum age to volunteer is 18 years old.*





# Groomer & Bather

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- How do volunteers help?
  - Groom dogs or cats that are in need for health reasons or to improve appearance to increase adoption interest
  - Schedule based on need
  - Previous experience required, at least 2 years professional grooming



*\*Minimum age to volunteer is 18 years.*

# Kennel Assistant

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- Assist with the basic need of our dog population to have a clean place to live during their stay with us by cleaning kennels.
  - Physically demanding: walking, bending, pulling, squatting and scrubbing – so a great work out
  - No direct contact with dogs, but no worries, there is plenty of dog feces left for you to find
  - You get to spray hoses, wear rubber boots, and even get wet if you have poor aim
  - You get to wear rubber gloves – the cleaning/disinfecting chemical used is Rescue (Accelerated Hydrogen Peroxide)

*\*Minimum age to volunteer is 18*

# Pet Profile Writer

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- How do volunteers help?
  - Write profile information about adoptable pets to increase their potential for adoption
  - Shifts are very limited, so previous writing experience required

*\*Minimum age to volunteer is 18 years.*



Yeah, I know I've got that irresistible "Tramp" thing going on. But here's my secret.....



# Photographer

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- How do volunteers help?
  - Take photos of stray animals, and adoptable pets
  - Take photos at DCHS events
  - Shifts are limited, so previous experience required, and must have digital camera



*\*Minimum age to volunteer is 18 years.*

# Reception Assistant – Front Office

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## Assist Reception Staff

- Greet customers, provide guidance
- Listen to voicemails: write down information or respond to
- File contracts and paperwork
- Make copies, scan or upload docs
- Assisting Reception staff with other daily tasks as needed

*\*Minimum age to volunteer is 18 years old.*



# Reception Assistant – Lost and Found Program

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## Helping to reunite lost pets with their owners

- Entering lost and found reports into PetPoint received by owners
- Providing tips to owners to search for their pets
- Walking owners through DCHS to see if their pet is here
- Following up with owners on status of their lost pet

*\*Minimum age to volunteer is 18 years old.*





# Thrift Store Assistants

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- Assist staff in managing inventory of thrift store donations and assisting customers and donors.
- Thrift items for both human and pet customers

*Minimum age to volunteer is 16 years old to volunteer solo; minimum age for youth in a youth/adult team is 10 years.*

*Location:*

*6904 Watts Road, Madison*



# Wildlife Assistant

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- **Tasks include:**
  - Diet preparation and feeding
  - Cage set-up and maintenance
  - Observing for signs of illness
  - Record keeping
  - Public education about wildlife
  - General facility clean-up
- Commit to volunteer thru October 14
- Recruitment: Jan 1 – March 30

*\*Minimum age to volunteer in the Wildlife Center is 18. Shifts are two to four hours per week.*

# Wildlife Receptionist

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Assists the public and helps to admit the wildlife

- **Tasks include:**

- Answer phone calls
- Greet people and have them start filling out paperwork for new admissions
- Enter wildlife patients into our database
- Update patient resolutions – recordkeeping
- No direct animal handling

- Recruitment: Jan 1 – July 1



*\*Minimum age to volunteer in the Wildlife Center is 18..*



# Begin your Volunteer Adventure

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- **To apply to volunteer, follow the steps on the volunteer section of the DCHS website:**  
<https://www.giveshelter.org/how-to-help/volunteer>
- **To see 'Frequently Asked Questions' go to:**  
<https://www.giveshelter.org/how-to-help/volunteer/volunteer-faq>
- **If questions, contact the Volunteer Coordinator:**  
[volunteer@giveshelter.org](mailto:volunteer@giveshelter.org)

