

THE HUMANE SOCIETY OF CAMDEN COUNTY

VOLUNTEER MANUAL



The Humane Society of Camden County, Inc.

950 S. Grove Street, Kingsland, Georgia

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www.humanecamden.org

Volunteer Basics

Thank you for your interest in volunteering with the Humane Society of Camden County (HSCC). The HSCC is a non-profit organization that is devoted to providing the best possible care to the homeless animals entrusted to our care. These animals may be strays that are picked up by animal control or the public or pets that have been surrendered by their owners for various reasons. Due to the large number of animals that come into our shelter, we need volunteers like you to help us with our important mission.

We are open to the public six days a week, Monday through Saturday, from Noon until 5:00 p.m. Because our animals need care seven days a week, we do have positions available in the mornings and on Sunday.

We have volunteer positions available in three areas:

- On-site at the shelter
- Off-site administrative
- Fundraising/Benefit Support

Age requirements:

- Adult Volunteers are age 18 and older.
- Junior Volunteers are between the ages of 14 and 17. Performance is closely monitored and tasks assigned according to level of maturity and skills.

Paperwork is an important part of any job and our paperwork will help us make sure that we utilize your talents and abilities to the maximum advantage. You will find the forms end of this pamphlet.

- Volunteer Application - this gives us important information about you
- Release for on-site volunteers
- Orientation Checklist - this enables us to make sure we cover everything you will need to know about how the shelter works.

Of course, once you complete the paperwork, we would like to talk with you to make sure we understand what you would like to do, your schedule, and time availability and then match you with the perfect job.

So, let's get started!

ON-SITE SHELTER POSITIONS

On-site volunteers interact directly with the animals housed at the shelter. Below you'll read about the positions available as described by the experts—the cats and dogs you will be helping!



CATS

CAT CUDDLERS - This job helps reduce any stress we may have and it will get us use to interacting with different people. It also helps you learn about us, which will help place us in the right home. Also, we get to be petted, loved and cuddled - what more could we ask for?

CAT HOUSE CLEANERS - Part of making us cats comfortable includes cleaning our cages and litter boxes. We do want to be clean as possible for our potential owners!



DOGS

DOG WALKERS - In this job you can walk small dogs, large dogs or both- whatever you prefer! By walking us, you help reduce our stress and stimulate our senses. At the same time, you are helping us stay socialized with people and you can determine if there are any specific training needs we may have. You can also teach us some basic commands, like sit, come and stay!

PLAY TIME COORDINATOR - In this job you will be responsible for taking one or two dogs into the play yard and playing with us. This will help keep us happy and ensure that we are able to get along with others as well as with people.

DOG FEEDING - Of course after all that activity, we dogs are going to be hungry and, of course, a pat on the head or a hug along the way is always welcome!

DOG KENNEL CLEANERS - Because we dogs are in the kennels from 5:00 pm until the next morning, we sometimes have accidents and this means we need to have our kennels cleaned daily. By cleaning our caretakers make sure that we stay healthy and we can put our best paw forward for a potential owner. Our caretakers clean every morning between 8:00 AM to 12 Noon.

ALL ANIMALS

GREETERS & MATCHMAKERS - Adoption Assisting volunteers assist customers in the first stage of adopting a pet. You can introduce prospective adopters to the animals and share any particular details you may know about each pet. Helping a customer find their "match" is important and rewarding!

BATH & BRUSH BUDDIES - Make all of our animals awaiting adoption feel, smell, and look better by brushing or bathing them.



OFF-SITE VOLUNTEERS

There are many ways to volunteer for the HSCC beyond on-site work at the shelter. Below are examples of the clerical and educational positions available.

RECORDS RANGER - All of the adopted pets must be spayed or neutered. You can imagine, with the number that we adopt, that there are a lot of records to keep up with! In this job, you will update a database on the spaying or neutering of the animals as well as documentation files.

HOW ARE WE DOING? - It is nice to follow-up on our adopted friends to make sure the adoption process went smoothly for their new family as well as to make sure the animals are fitting into their new homes. In this job, you will call new owners and, using our post adoption questionnaire, make sure things are working out and if there are areas the HSCC could improve upon.

EDUCATION VOLUNTEER - The HSCC has an education committee that provides programs for all ages. Schools, after school programs, scouts and nursing homes are just a few of the organizations that ask us to provide education and/or assistance. In order to provide such educational programs and to increase what we can offer, we need volunteers who are willing to contribute a few hours a month to fulfill these requests. We desperately need people who can help develop new programs, people who are retired teachers, people who can help with web page maintenance, and people who can help spread the word about the need for vaccinations and spay/neuter.



BENEFITS AND FUNDRAISING

Fundraising is essential to the HSCC's ability to provide services to the community—and fundraising can be fun! Below are descriptions of positions for volunteers who are interested in raising money to support HSCC.

FUNDRAISING VOLUNTEER - As the human population increases in Camden County, so does the animal population. And as the animal population increases so does the homeless animal population--and therefore the needs of the HSCC. Contracts with the County and Kingsland provide funding only for the care of the animals, which are brought to us for the first 5 days. Beyond that time, it is fundraising monies that provide for the shelter and care of the animals. Fundraising monies help the HSCC maintain the shelter building, make needed repairs and additions, provide money to treat adoptable animals for medical conditions, and provide for comfort items for the animals such as blankets and toys. As a fundraising volunteer, you may participate in coin drops, the annual charity golf tournament and other fundraising activities throughout the year.

FURRY FRIENDS - The HSCC has a group of volunteers called the "Furry Friends" . This is a group of volunteers who we call upon to assist in our various fundraising activities. When we have a special event planned, we ask this group for help. The HSCC's Volunteer Coordinator is the point of contact for our fundraising volunteers. Contact information for the Volunteer Coordinator may be contacted by calling the shelter at 912-729-7141.



ORIENTATION CHECKLIST

- Receive volunteer application and release form
- Paperwork completed, signed and handed in
- Interview
- Review Volunteer Manual
- Staff and other volunteers - introduce me!
- How do animals come to the Humane Society? (Strays, court cases and owner surrender)
- When do the animals become adoptable?
- What does the medical assessment tell us?
- What does the behavior assessment tell us?
- How does the adoption process work?
- Facilities - tour and explanation of the different areas.
- As a volunteer, what will I be doing?



THE HUMANE SOCIETY OF CAMDEN COUNTY, INC.
Volunteer Questionnaire

Date: _____

Name: _____

Address: _____

Phone Number: _____ E-mail _____

Emergency Contact: Name: _____

Phone No.: _____

If you are currently a student, where? _____

If you are currently employed, where? _____

Previous volunteer activity:

Describe any experience you have had with animals.

Skills, hobbies or knowledge in a particular field i.e., lawn care, carpentry, medical, accounting, secretarial, etc.

I am interested in the following volunteer positions:

"Shelter Volunteer":

- _____ Animal care, dog walking, grooming, cleaning, greeter
(Note: Volunteers working at the Shelter are scheduled by the Shelter Volunteer Coordinator and are under the direct supervision of the Shelter Manager and have separate guidelines and requirements.)

"Off Site Volunteer":

- _____ Education Committee (schools and/or civic)
- _____ Fundraising Committee
- _____ Weekly photos of adoptable animals
- _____ Pet Therapy
- _____ Foster Care (Medical)
- _____ Foster Care (Hurricane)
- _____ Other: Explain: _____

Junior Volunteer: These volunteers are between the ages of 14 and 18. They must have written parental authorization to perform volunteer services. All Junior Volunteers working at the shelter are scheduled and under the direct supervision of the Shelter Manager. All Junior Volunteers working on "Off Site" volunteer events are scheduled and under the direct supervision of the Volunteer Coordinator.

**THE HUMANE SOCIETY OF CAMDEN COUNTY, INC.
COVENANT AND RELEASE**

In consideration of Humane Society of Camden County, Inc., (HSCC) accepting my application for participation in HSCC programs, I agree to release and hold harmless HSCC from and against any and all loss, damage, claims, liability, costs, and expenses, of any nature whatsoever, including without limitation attorney's fees and disbursements, arising from or occasioned by my participation in HSCC programs. I understand there are certain risks inherent in handling animals and I accept those risks. I understand if an accident or injury should occur, no matter how minor, that advise the Shelter Manager and seek any necessary medical attention utilizing my own medical insurance.

(If you are a parent or guardian applying for a minor, you agree to the following:) I give permission for my child to participate in the volunteer program at the HSCC. I release and hold harmless the HSCC, its agents, and employees from responsibility or liability arising out of my child's participation. I understand there are certain risks inherent in dealing with animals. I certify that my child is covered under my health insurance policy should injury take place while volunteering or participating and I will be responsible for his/her medical bills.

In witness whereof, the undersigned volunteer executes and seals this instrument.

Date

Volunteer

If a minor, parent or guardian signature.

Name

Address

City, State, Zip code

Telephone Number: _____

In case of emergency notify:

Name

Telephone Number

Acknowledged and witnesses before me this ____ day of _____, _____.

Notary Public (Seal)