



VOLUNTEER JOB DESCRIPTIONS – 1-10

CATS:

Cat House Cleaning;

The cleaning schedule is **daily**, 8:30 – 12:00, and requires cleaning of the cages, litter boxes, condos, community rooms, small critter room, floors, windows, and walls. The supervisor will train on usage and location of supplies, sequence and timing of disinfectants, and feeding and watering.

Cat Socializing/Grooming;

This is **anytime** working with frightened cats and kittens, to calm them and get them used to people and other animals so they feel comfortable in the Shelter environment. Cat “cuddling” is also suggested, where time is taken just to sit and talk or hold any cat needing love and attention.

DOGS:

Dog House Cleaning;

The cleaning schedule is **daily**, 8:30 – 12:00, and requires cleaning of the kennels and dog house area. The supervisor will train on procedures, regulations, supplies, proper disinfectant usage, and feeding and watering.

Dog Socializing and Walking;

Also **anytime**, instruction will be provided on proper walking and control technique, which dogs can be walked, paths and trails to use, and pick-up procedure. Staff members can also advise on which animals can be exercised and played with inside the facility. Outside animals are NOT encouraged to socialize with shelter residents. Check collars, approach quietly, remain calm.



CATS & DOGS (Cont.)

Clerical/Reception:

Daily, anytime between 12 – 4, sitting at the reception desk, you would answer and transfer calls, follow up on adoptions, give general information, take volunteer applications, greet visitors, and make proper referrals to staff members. You may be asked to do filing, make copies, handle the volunteer hour log, or pick up the mail.

Making Animal Blankets/Beds:

Anytime From the comfort of your home, or with your church group, knit or crochet small blankets or pillows for cats and dogs.

Laundry/Dishes;

Daily All items in the animal cages are changed and washed. This produces stacks of laundry and dishes to be cleaned on site by loading and unloading washers, dryers, and dishwashers.

EVENTS:

Fundraising;

Periodically help with various fundraisers such as Bark in the Park, the Bountiful Benefit Brunch, Fur Ball, and more as we expand. This could involve getting pledges, selling tickets, set-up or break-down, registration, running games, awarding prizes, and much more.

Poster/Flyer Distribution;

Distribute posters/flyers within the community to publicize events.

Spay/Neuter Clinics;

Saturdays only, non-surgical jobs, help with paperwork, organizing animals, pre-surgery prep, monitoring recovery, calling owners for pick-up.

Community Outreach/Education;

Helping at education events, with materials, & representing the shelter.



EVENTS (Cont.)

Mailer Assembly;

Periodically, help to collate, stuff and address mailings for events, annual fundraising, and other public notifications; usually meeting in groups to work together at the Shelter.

Baking;

Bake cookies and other goodies for receptions, open houses, and shelter events that benefit from refreshments.

HARRISON HOUSE THRIFT SHOP & RETAILS BOUTIQUE

These shops are run exclusively by volunteers; and involve stocking items, sales, and pricing. There may also be a need to move donations and furniture; and to keep the public informed of acceptable items.

GENERAL POSITIONS:

Weekly Shopping for Shelter Supplies;

This job entails going out to purchase needs that we do not receive by donation - usually, paper goods, cleaning supplies, and some specialized foods for the animals.

Shelter Grounds Maintenance;

This can include lawn mowing, watering, landscaping, gardening, pruning, snow shoveling, and ice control.

Emptying Donation Boxes;

This may be shared with another volunteer to reduce mileage, and needs travel to local businesses **weekly** to pick up money collected.

Technical/Other skills;

Periodically, this could be working with computers, graphic arts, or improving the web site. You could take photographs or write copy for work with the media and website; or on documentation and research.