

Volunteer Job Descriptions

Cat House Cleaning - The cleaning schedule begins daily at 7:30 am and lasts until 11:00 am. All volunteers will be trained by the cat supervisor on cleaning procedures for the cages, condos and community rooms, as well as the small mammal room, floors, walls, windows, etc.

Dog House Cleaning - The cleaning schedule begins daily at 7:30 am and lasts until 11:00 am. All volunteers will be trained by the dog supervisor on cleaning procedures for the kennels and the dog house area.

Walking/Socializing Dogs - Walking schedules will vary, and will be scheduled through the dog supervisor. There are paths behind the shelter for walking the dogs. Instruction will be provided.

Matchmaker/Adoption Counselor - help shelter animals find the perfect match for their forever home.

Socializing Cats - working with frightened cats and young kittens to calm them and help the adjust to the shelter environment.

Weekly Shopping for Shelter Supplies - We need a special volunteer to shop each week for supplies that we don't receive by donation. The list will vary, but primarily will be food for the animals and cleaning supplies.

Shelter Grounds Maintenance - Can include lawn mowing, watering plants and trees, landscaping, snow shoveling, ice control and pruning.

Animal Transport - Trips to out-of-state shelters are often necessary to pick up animals that would not otherwise get a second chance. Volunteers would travel with staff for a transport.

Bathing/Grooming - Use our tub, or, if you are a professional groomer, take dogs to your grooming studio for beautification.

Clerical/Reception - Answer the phone and greet shelter visitors in both the dog house and the cat house. Will transfer calls and give general information. Clerical work can involve filing, making copies of shelter forms and picking up mail.

Emptying Donation Boxes - Weekly pickup of money collected at local businesses, requires one day a week and may be shared with another volunteer to reduce mileage.

Baking for Special Events - Bake cookies and treats for open houses, receptions and other special shelter events that require refreshments.

Harrison House Thrift Shop - The shop is run by a volunteer staff. Job involves sales, stocking items and pricing. Shop hours are 10-4 Tues, Fri. and Sat. and can expand as volunteers come on board.

Community Outreach - Visit local community organizations, schools, churches and businesses to educate people about our mission and role in the community.

Fundraising Events - Help with the many facets involved in events, which include Bark in the Park, The Great Critter Caper, the Bountiful Benefit Brunch and more as we expand events. Could involve set-up, break-down, registration, running games, awarding prizes and much, much more.

Poster Distribution - Get copies made of event posters and distribute to local bulletin boards.

Mailer Assembly - Help collate, stuff and address mailings. This will involve a number of volunteers gathering together at a set time in the shelter learning center.