Before you Apply!

We're so excited that you are interested in volunteering with us! Before you apply, we would like to share some information to help you know what to expect before you volunteer with us. Please read through this document. If you believe that you will meet all of the requirements and expectations of volunteering with us, then you may proceed with your application!

AVAILABLE VOLUNTEER POSITIONS & ROLES:

We ask that volunteers commit to at least one weekly shift where they can come onsite to perform their roles. Volunteers are able to cancel when they can't make it in, but we ask that volunteers try to come for their shift every week!

Canine Clubhouse Dog Walkers:

- Provide outdoor walks and enrichment for the dogs in our care
- Clean up after the dogs in their kennels and around the clubhouse
- Must be able to handle dogs up to **60lbs**.
- Must be able to handle dogs of any size on their own for up to 20 minutes at a time
- Must be able to stay up to date with new changes to policies and procedures
- (**optional with training**) Work with our "Purple" dogs who need better skilled walkers to handle their quirks (pulling, leash grabbing, etc)
- Shifts occur daily 7-9am, 1-3pm, and 4:30-6pm
- Upcoming Available Shifts:
    - Mondays 7-9am
    - Wednesdays 1-3pm
    - Saturdays 1-3pm
    - Saturdays 4-5:30pm

Kitty Cottage Care Team:

- Cleaning up after the cats in our Kitty Cottage Main Floor by sweeping, moping, wiping, vacuuming, etc
- Doing Dishes and Laundry in the Kitty Cottage
- Love on the cats when finished with cleaning
- Must be able to lift items, scoop litter, bend down, etc
- Must have the ability to work alone and with a group
- Must have the ability to follow protocols and directions provided by staff and other volunteers
- Must be able to stay up to date with new changes to our policies and procedures
- (**optional with assignment**) Greeting Guests as they enter the Cottage
    - Weekdays 3-6pm, Weekends 11am-2pm, 2-5pm
- (**optional with training**) Care for our kittens and FeLV cats upstairs
- Main Floor Shifts Daily **9-11:30am** and **4-6pm**
- Upcoming Available Shifts:
    - Mondays 9-11:30am
    - Wednesdays 9-11:30am
    - Sundays 9-11am

Kennel Cleaners:

- Help staff as they deep clean our dogs' kennels in the morning
- Helping to do Laundry/Dishes as needed to assist the staff if the shift is not already covered
- Must be able to take directions and work independently
- Must be able to stay up to date with new changes to our policies and procedures
- Shifts **Daily 7-9am**
- Upcoming Available Shifts:
    - Mondays 7-9am
    - Wednesdays 7-9am
    - Thursdays 7-9am
    - Fridays 7-9am
    - Saturdays 7-9am
    - ...or as needed on a weekly basis!

Laundry/Dishes:

- Running the laundry and dishwasher to assist the staff and volunteers working with the dogs
- Helping to keep the Laundry Room & Kitchen clean and organized
- Must be able to stay up to date with new changes to our policies and procedures
- Must be able to complete the needed tasks in the required amount of time
- Shifts **Daily 7:30-9am** & **3:45-4:45pm**, excluding Mondays & Tuesdays
- Upcoming Available Shifts
    - Wednesday 3:45-4:45pm
    - Thursday 7:30-9am
    - Friday 7:30-9am
    - Friday 3:45-4:45pm
    - Saturday 3:45-4:45pm
    - Sunday 7:30-9am
    - Sunday 3:45-4:45pm

Puppy Attendants

- Cleaning kennels in our isolation rooms for puppies and small dogs
- Following ISO 2 Protocol with full PPE, taking extreme caution when handling puppies to prevent any spread of disease
- Report findings to the staff using observation sheets
- Work independently while following every rule in the Puppy Attendant Protocol
- Must be able to lift and move puppies and small dogs around kennels while cleaning
- Shifts happen when puppies are onsite, **7-8am, 5-6pm (4:30-5:30 S-S)**
    - Mondays 5-6pm
    - Tuesdays 7-8am
    - Tuesdays 5-6pm
    - Wednesdays 7-8am
    - Thursdays 5-6pm
    - Saturdays 7-8am
    - Saturdays 4:30-5:30pm
    - Sundays 7-8am

Clinic

- Support our veterinary team during in-house and community spay-neuter surgery dates
- Handle animals receiving shots and going in and out of surgery
- Sanitize surgery equipment to keep everything sterile and safe up to the team's expectations
- Organize things as needed
- Do ear cleans, nail trims, etc to pets while under anesthesia
- Weekly shifts are **required** as our team needs people who can commit to being there and being present
- **No available shifts at this time, please check back later or pursue another role!**

Events

- Assist with fundraising and community events to help raise funds for Five Acres and get more adoptions of our animals
- Helping with a variety of tasks at Five Acres fundraisers like the Trivia Night or Gala
- Annual Events Schedule:
    - Trivia Night: End of January
    - Golf Tournament: Mid-April
    - Gala: End of July
- Going out to the community to solicit donations and fundraisers from businesses and organizations in and around St. Charles
- Must be able to stay up to date with new changes to our policies and procedures
- Must be able to appropriately represent the shelter to the public
- **No regular shifts, volunteers help out as needed depending on when events are and what is happening**

Front Desk

- Greet guests as they come into the lobby of the Canine Clubhouse
- Help answer basic questions for adopters and let staff know whenever someone needs to be helped
- Checkout gift shop sales

- Answer the phones and help direct calls
- Follow the procedures laid out by staff and work alongside the canine team
- Must be able to work independently and efficiently
- Must be able to be welcoming to guests and have good customer service skills
- Shifts on weekdays **3:30-6pm** (**full**) and volunteers pick up weekend shifts at **11am-2pm** and **2-5pm**
    - **No openings for Front Desk at this time, please pursue another role or check back later!**

AniMeals

- Must be able to lift 40+ lbs bags of dog food onto high surfaces
- Bagging and organizing pet food in the stockroom
    - Mixing dry dog/cat food together, weighing them, and placing them in clear bags for distribution
    - Writing the type of food, date made, and weight on the bag
    - Organizing the bags on the shelves for distribution days
    - Shifts weekdays anytime **before 4pm**
- Saturday Distributions
    - Must be able to come in for Saturday 8-11am distributions
    - Help members of the public get needed resources for their pets
    - Be a friendly face to those who receive supplies, even when it's hard
    - Must be able move the premade dog food bags from the stock room to cars and wherever else necessary
    - Shifts happen on Saturday **8-11am.**

Available Shifts

Please note that our selection of available weekly shifts are constantly changing as our current volunteers shift their schedules and other new volunteers come onboard. Once you are approved, Mallary will send you a list of all of the available shifts in your requested area and you will be able to select a shift from there. **If you select a weekly shift**, please note that you will be assigned to that shift but will **not be able to report for it until after you've fully completed training**, so it will be covered by a backup volunteer or it may have to go unfilled. We ask that

you do your best to quickly move through your training at a speed that works for you to eliminate any gaps in our schedule!

Volunteer Requirements

- All volunteers must be at least **16 years of age**
    - Volunteers under the age of 18 must complete their application with their parent/guardian
        - The parent/guardian needs to complete our waiver as they will assume all liability and risk on behalf of the volunteer
- Volunteers must be covered by their own health insurance and must provide proof of coverage upon applying
- Volunteers are asked to contribute at least 6 hours monthly, usually one weekly shift
- Volunteers must remain active for at least 6 months
- Volunteers must adhere to and follow volunteer program guidelines and policies
    - Failure to do so will result in dismissal from the program. All of our guidelines and policies at the shelter are in place for the wellbeing of our animals, volunteers, and staff.
- Volunteers must be able to use the MyImpact app correctly and have access to their email

Volunteer Expectations

- Use appropriate language.
- Be able to work with others as a team.
- Do not work with animals unless our staff are on the clock and present.
- Double check that all doors/kennel doors/fences/gates are closed behind you.
- Do not enter intake/isolation rooms or staff-only areas, unless with permission from staff.
- Know your duties and how to complete them properly, correctly, and pleasantly.
- **Engage cooperatively with staff and fellow volunteers and maintain dignity and respect among people.**
- Initiate learning opportunities to expand involvement based on your specific interests.
- Attend and complete required training sessions and meetings.

- **Correctly use the MyImpact app and personal email for communication.**
- Sign up for volunteer shifts that there is an intention to be present for.
- Send out an email notification if canceling a shift.
- Record donated time by logging hours for each volunteer shift on MyImpact or the Sign In Sheets
- **Remove yourself from a shift on MyImpact if you are unable to attend.**
- Report for your assignment on time.
- Serve as positive representation for FAAS in the greater community.
- Be able to work with others as a team.
- **Have capability to work independently.**
- Ability to stay focused, aware of your surroundings and pay attention to detail.
- **Adhere to new policies and procedures**
- **Listen to staff directions and ask for more clarification when conflicts arise**