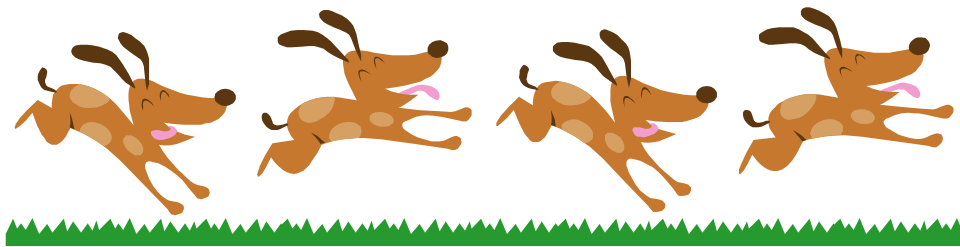




Volunteer Opportunities at Pasco County Animal Services

Revised October 2009



Thank you for your interest in becoming a volunteer at Pasco County Animal Services. The lives of many animals are enhanced, enriched and improved through the efforts of our volunteers.

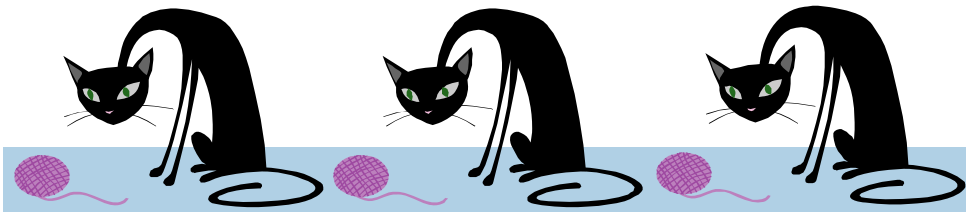
Here is a listing of the many volunteer opportunities at Animal Services. Most of these opportunities involve animal contact; a few do not. You will find a description of the duties involved in each "job" outlined on the next page.

Requires Animal Contact	Requires No Animal Contact
Cat Socializing/Enrichment	Education/Training Assistant
Dog Walking/Enrichment	Office Clerk
Groomer/Bather	Data Entry
Animal Care Assistant	Laundry/Dishes
Temperament Assessments	Groundskeeper/Traps/Carriers
Web Photographer	FOAS Member (510 (c) 3 organization)
Family Dog Trainer	Special Events Aide
PART Member (separate training)	
Lead Volunteer (appointed by Coordinator)	
Adoption Center Aide	

Quick Reference of Volunteer Job Duties

<i>Volunteer Position</i>	<i>Job Duties and Description</i>
Cat Socializing/ Enrichment	Enrich the lives of the adoptable shelter cats by socialization, exercise, brushing, and TLC. Every adoptable cat should have human contact every day, and every cat should have general enrichment items such as toys, bedding, and treats in their cages.
Dog Walking/Enrichment	Each shelter dog should be taken out of its kennel for fresh air, socialization, human contact and exercise daily. One at a time, dogs can be let free to run inside the SPREE exercise area or walked on a leash throughout our property. And, every dog should have general enrichment items such as stuffed Kongs, toys, bedding and treats in their run.
Special Events Aide	Assists with the set-up and break-down of special events equipment. Acts as a “runner” for supplies and materials needed at events. Helps with events and fundraising activities sponsored by the “Friends of Animal Services” support group.
Groomer/Bather	Bathes, brushes, grooms and clips adoptable animals, including trimming nails and cleaning ears. Attaches bandannas, decorates cage card.
Animal Care Aide	Assists the shelter staff to keep the animals happy and healthy by cleaning or spot -cleaning runs and cages. Prepares empty cages and kennels for the next resident by lining them with fresh paper or preparing beds. Assists with the feeding and watering animals under the direction of the shelter staff. Assembles and restocks cat-transport boxes.
Adoption Center Aide	Volunteers help “direct traffic” in the lobby and are available to accompany citizens into the adoption areas to view and interact with animals available for adoption. May accompany citizens/animals into the outdoor exercise area to further enhance the “get acquainted” process and help them find their “perfect match”. Restocks “Adoption Kits.” Helps citizens to complete and score their pre-adoption questionnaires.
Family Dog Trainer	Conducts basic obedience training sessions to help animals learn to function in a home environment, walk on a leash, stop barking in the kennel, and respond to basic commands such as sit, stay, off, etc. Requires additional training and/or expertise as a CPDT (Certified Pet Dog Trainer) or the equivalent.

Grounds keeping/ Traps	Polices the grounds for dog feces. Cleans and sanitizes outside runs and the SPREE area. Refills and cleans the dog pool and outside water bowls. Sanitizes and restocks cat traps and portable pet carriers.
Education Assistant	Assists the Education Coordinator with orientation and training sessions presented to staff, volunteers and the citizens in the community. May include on and off site presentations. Requires approval by the coordinator.
Web Photographer	Must have a good working knowledge of photography and internet applications needed to post photos. Animal handling skills are a must, for our “models” are frequently jumpy and wiggly and difficult to photograph.
Laundry/Dishes	Washes and sanitizes bedding, towels, or surgical drapes. Folds and organizes laundry. Washes and sanitizes food and water bowls and toys. Restocks clean toys, bedding, and dishes for reuse by staff and other volunteers. Opens newspapers to use for lining cages. Moves stacks of donated newspapers.
Office Clerk	Assists the Administration and/or Shelter office staff with a variety of duties relating to the flow of paperwork in our agency.
Data Entry	Logging transactions, license records, microchip registrations, and cage card data.



There are other volunteer opportunities, separate from the shelter location, where people can help Animal Services:

- **Friends of Animal Services** – This is a non-profit organization whose goals include promoting and supporting Animal Services program through education and fundraising efforts. Enriching the lives of sheltered animals and assisting with facility improvement projects, these volunteers are helping the homeless pets in the community. Go to www.fpcas.org to learn more about this wonderful group or e-mail them at: friendsofanimalservices@msn.com .
- **Pasco Animal Response Team – P.A.R.T.** is a group of volunteers willing to help with all aspects of animal-related emergencies under the direction of Pasco County Animal Services. Volunteers could be asked to assist by setting up and staffing Pasco County’s pet-friendly hurricane shelter, training to assist with animal search and rescue operations, educating citizens about the need for disaster planning for pets, or by aiding with mass evacuations of animals or any other animals-related tasks when needed. Animal Services organized P.A.R.T. and is working with other agencies to provide training/credentialing. To join P.A.R.T. or for more information, visit <http://pascoanimals.googlepages.com> or contact pascoanimals@gmail.com.



Lead Volunteer

Lead Volunteers are volunteers chosen by the Education/Volunteer Coordinator to teach, train and supervise new volunteers. Lead Volunteers have a tremendous impact on improving the lives of sheltered animals. LV's duties include making job assignments, scheduling volunteers, and keeping track of training needed or training completed by the volunteers. The LV's can complete some of these tasks in the shelter or on their computer/phone from home. LV's can be reached for training, scheduling or general questions at pcasvol@gmail.com.

Qualifications

A minimum of 6 months volunteer experience at PCAS and completion of all training is required. Previous supervisory experience is preferred. E-mail access is required. LV's must have excellent organization and communication skills, and be a team player who can remain calm and flexible in a shelter environment.

Time Requirements

Time requirements may vary with number of active volunteers in the program, but it could be approximately 20-40 hours per month (5-10 hours per week). LV's should commit to the position for a minimum of 9 months.

Responsibilities

LV's provide clear goals and expectations for each volunteer. They are responsible for ensuring that volunteers receive training for their chosen jobs and that they receive regular feedback about their performance. LV's should communicate on a regular basis with the volunteers to make assignments and maintain schedules. LV's should keep the Education Coordinator and Shelter Supervisor updated on the progress and status of the volunteer program.

I am applying to volunteer as (check one):

- General Volunteer (Minor 15-17)
- General Volunteer (Adult 18+)
- P.A.R.T. Member (Animal Related Emergencies)
- Vet Tech Internship (Currently Enrolled in Approved Programs Only)

Pasco County Animal Services Volunteer Application

All volunteers must be at least 15 years old and be unrelated to any employees of Pasco County Animal Services. Before placement, all potential volunteers must attend a one hour volunteer orientation session and complete a brief interview. In addition, we require that all volunteers participate in training that is specific to their placement at PCAS. Please return the completed application to: Volunteer Coordinator, Pasco County Animal Services, 19640 Dogpatch Lane, Land O' Lakes, FL 34638. You will be contacted by e-mail when a volunteer orientation class is scheduled. (Approx. 10 classes offered per year)

Last Name _____ First Name _____

Address _____ City _____

Zip _____

Home Phone _____ Cell Phone _____ (include area code)

E-Mail Address Required/Print Clearly _____

Date of Birth _____

Occupation and Employer _____

Work Phone _____

EMERGENCY CONTACT:

Name _____ Relationship _____

Contact Phone _____ Alternate Phone _____

EDUCATION:

Are you a student? Yes No

Name of school _____

Highest grade completed _____

EXPERIENCE:

List any previous volunteer experience:

Describe any prior experience or special training related to working with animals:

Name: _____

What volunteer activities are you interested in performing?

- Cat Socialize/Enrichment
- Dog Walker/Enrichment
- Special Events Aide
- Groomer/bather
- Grounds keeping/Traps
- Laundry/Dishes
- Animal Care Assistant
- Adoption Center Aide
- Family Dog Trainer
- PART member
- Temperament Assessment
- Education Assistant
- Office Clerk
- Web Photographer
- Data Entry

In order to best serve the animals and the public, we request that volunteers commit to a minimum of 4 hours monthly for 3 months in addition to completing the orientation and training sessions. Please fill in the times you are available to volunteer.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						Special Events Only

Please add any comments about your schedule or any medical, physical or other limitations that may limit your volunteer work:

How did you hear about the PCAS Volunteer Program?

Why are you interested in becoming a PCAS Volunteer (besides the love of animals)?

I give my permission to Pasco County Animal Services to verify any of the above information. I understand that this application does not guarantee acceptance to the PCAS Volunteer Program.

Signature

Date

Parent Name/Signature
(if Applicant less than 18 years of age)

Date

Thank you for your interest in volunteering to help the animals and people of Pasco County. Your interest in supporting our mission makes a positive impact in the shelter and in the community. We appreciate and value your time and decision to contribute toward the well being of the shelter's animals.

Staff Comments:

Orientation Date: _____ Given by _____ Interview Date _____ Given by _____

Training Completed/Dates/Trainer

Background Check Release Form
Pasco County Animal Services Volunteer

INSTRUCTIONS: Please print legibly. All information must be fully completed.

Release: By signing this form, I understand a background check will be conducted. I also understand that the results of the background check will be used in making a decision concerning my suitability as a volunteer for Pasco County. All background checks will be treated as confidential. Should a disqualifying offense be found in a background check, I will be given the opportunity to verify information and correct errors. Final decisions will be made by PCAS management on suitability for volunteer status.

Signature Date

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Driver's License # _____

State Issued: _____ Date of Expiration: _____

Street Address: _____

City: _____ State: _____ Zip: _____

