



## Volunteer Opportunities

**Our volunteers are vital to our operation each and every day.** They help with everything from walking dogs, to socializing cats and kittens, to doing laundry, to helping at special events. Our volunteers contribute over 2,500 hours every month making Nevada Humane Society a better place! Some tasks are ONLY available as scheduled activities. Other tasks may be done at any time on a drop-in basis. Many volunteer activities require specific training classes above and beyond the Volunteer Orientation. Please see the descriptions below for details.

Extra training required, Hours must be scheduled,  Hours done by drop-in, Must be 18 years

### ANIMALS

#### **Cat Socialization and Enrichment:**

In this position, you will give lots of love, attention and enrichment to our cats. Hours are generally seven days a week 11:00 am – 6:00 pm.

#### **Dog Socialization and Enrichment:**

In this position, you will walk, socialize and enrich our dogs on the adoption floor. Make their lives infinitely better! Hours are generally seven days a week 8:00 am – 6:00 pm. **Volunteers must be at least 18 years of age.**

#### **Small Animal Socialization and Enrichment:**

In this position, you will give lots of love, attention and enrichment to our rabbits, rats, guinea pigs, and other small animals. Hours are generally seven days a week 11:00 am – 6:00 pm.

### CLINIC

#### **Shelter Clinic Spay/Neuter Pack:**

Join our medical team! Spay/Neuter surgery packs are critical to daily operations in the clinic. They contain the sterilized instruments the veterinarians need to perform surgeries. Volunteers are asked to properly clean and sterilize instruments and repack them together in a specified order. Hours are generally seven days a week 7:00am – 4:00pm. Please note, this position requires standing for prolonged hours. **Volunteers must be at least 18 years of age.**

#### **Shelter Clinic Front Desk:**

Help us change Northern Nevada, one surgery at a time. Volunteers will make appointment reminder calls, schedule spay/neuter appointments, check people in for appointments, clean exam rooms and various other light office work. Training will be provided on the job. Generally, hours are Monday – Friday, 8:30 am – 4:00 pm. **Volunteers must be at least 18 years of age.**

**Shelter Clinic Monitor:**   

Be a crucial member of our surgical team! Volunteers are needed to help while clinic surgeries are being performed. Animals who have recently gone through surgery must be observed during their recovery period. Volunteers will watch for specific signs of an animal waking up and make sure the animal remains safe throughout recovery. Generally, hours are seven days a week, 8:00 am – 1:00 pm. Training will be provided on the job. Please note, this position requires standing for prolonged hours. **Volunteers must be at least 18 years of age.**

**ADOPTIONS**

**Shelter Greeter:**  

Help us adopt over 9,000 animals every year! Volunteers will assist the front desk and floor staff by greeting visitors, answering basic questions about NHS and helping with various adoption-related activities. Shelter greeters provide a valuable service by minimizing wait times for clients and helping front desk staff provide an efficient and timely response to all inquiries. Hours are generally seven days a week 11:00 am -6:00 pm. Volunteers will be asked to read the Customer Service Manual and complete a brief quiz.

**Administrative:**

Help us keep NHS on track. Administrative staff routinely needs assistance with data entry, writing thank you notes, filing, phone calls, and other clerical tasks or special projects. Hours are arranged with the administrative staff as needed and can be done on a drop-in basis. Hours available are 8:30 am –5:00 pm, Monday – Friday.

**Adoption Follow-up Calls:**

Each and every person who adopts an animal from NHS will receive an adoption follow-up call. The purpose of the call is to make sure all is well with the new pet and to help with any concerns the adopter might have. Be an important part of our pet retention efforts! Volunteers are provided a script of specific questions to ask and information on common concerns. Hours are seven days a week 11:00 am – 6:00 pm. Training will be provided on the job.

**Pet Food Assistance:** 

Nevada Humane Society provided food to over 2,500 families living in poverty last year. NHS provides free pet food once a month to those who qualify. Volunteers help people fill out applications, hand out pet food, and perform other related tasks as needed. Volunteers are needed three days a week on Tuesdays, Thursdays, and Sundays from 11:00 am – 1:00 pm. Training will be provided on the job.

**General Shelter Activities:**

NHS is a big place filled with an abundance of big and small jobs that we always need help with! There are several general shelter activities that are always available for volunteers. Examples include laundry, folding litter boxes, cleaning and other necessary tasks. These can be done at any time during regular shelter hours.

## OFFSITE

### **Pets on Tour:** **1**

Pets on Tour is our offsite adoption program. It is essential to helping our animals find forever families. Every weekend, we take dogs and cats to locations such as Petsmart and Petco and to various community events. Volunteers will help set-up and tear down, care for the animals, talk to potential adopters and make sure the animals shine. It is helpful for Pets on Tour volunteers to participate in either the cat or dog handling classes.

### **Special Events:**

We often hold special events at the shelter or in the community. They are essential in raising funds to support our mission and raising awareness to find homes for the 10,000 animals we serve every year. the Duck Race and Festival, Walk for Animals, Doggie Palooza, Cat Convention, and. Volunteers are needed to fill various roles at these events. Volunteer needs will be communicated via email to all volunteers. Those who are available to help will be scheduled at that time. Training is provided as needed based on the activity.

### **Special Requests:**

Do you want to do something unique? NHS often has special-request volunteer needs. Requests could range from cleaning up the back yard, to carpentry or photography, to special activities at the shelter. These needs are communicated via email to all volunteers. Those who are available to help will be scheduled at that time. Training is provided as needed based on the activity.

### **Trap-Neuter-Return:**

Trap-Neuter-Return is a humane method of managing feral cats in the community. It is NHS' single largest lifesaving endeavor. Feral cats are humanely trapped, spayed or neutered, vaccinated and returned to where they were trapped. Feral cats are able to live out their lives healthier and happier while no longer reproducing. Volunteers are needed to trap cats, transport cats, release cats, and various other related tasks. Hours vary and are on an as needed basis.

### **Foster Care:**

Foster Care is an essential lifesaving program that helps NHS keep our heads above water during periods of peak animal overpopulation. Volunteers are needed to serve as foster caregivers in their homes for underage kittens and puppies. Adult dogs and cats are also sometimes placed in foster care. As a foster caregiver, you would care for the animal(s) in your home until they are ready for adoption. NHS will cover all medical costs. All foster caregivers are placed on an "on-call" list. As foster situations arise, volunteers are contacted to help. Training opportunities are available. Hours are on an as needed basis.

### **Hiking Buddies:**

The Hiking Buddies program allows members of the community to take dogs out of the shelter for day hikes. This allows our more energetic dogs time out of the shelter for greater amounts of exercise and provide companionship for people who love to hike. Hiking Buddies are not regular volunteers and do not need to attend volunteer orientation. However, Hiking Buddies must attend a Hiking Buddies training class.