



HUMANE SOCIETY

— of Indianapolis —

7929 Michigan Road, Indianapolis IN 46268 | 317.872.5650x106 | ssims@indyhumane.org | www.indyhumane.org

SHELTER VOLUNTEER PROGRAM OPPORTUNITIES

Brief job descriptions for our Volunteer Positions

Canine Companions (CCs)

Those under the age of 18 years are not eligible for this position

Responsible for making sure adoptable dogs held in our Big Dog Room are exercised, trained, and given quality time. These Volunteers also make sure kennels, play yards, and walking areas are kept tidy and organized.

Canine Enrichment Volunteers (CEVs)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for working closely with the Behavior Team in making sure dogs held in our adoption areas are receiving training and enrichment that will keep dogs healthy mentally and make them more attractive to potential adopters. These Volunteers make sure kennels, play yards, and walking areas are kept tidy and organized. CEVs are also responsible for journaling and communicating with other CEVs & Behavior Team, via Yahoo Group, about progress.

Advanced Canine Companions (ACCs)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for making sure dogs held in evaluation kennels are exercised, trained, and given quality time. Responsible for adoption kennel and evaluation kennel enrichment. These Volunteers make sure kennels, play yards, and walking areas are kept tidy and organized. ACCs are also responsible for journaling and communicating with other ACCs & Behavior Team, via Yahoo Group, about progress.

Volunteer Programs Assistant (VPA)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for assisting Volunteer Programs Manager with administrative work (filing, data entry, Volunteer Office upkeep, inventory of Volunteer Shirts).

Customer Service Greeters

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for greeting and directing Customers as they come into the Adoption Lobby. During down times, these Volunteers may assist with making copies, brochure folding, and adoption packet making. These Volunteers are stationed in the Adoption Lobby.

Customer Service Volunteers (CS- Felines or CS-Canines)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for greeting customers, making sure customers are aware of shelter policies, and assisting Customers with animal interaction during hours of operation. These Volunteers are stationed in the Adoption Kennels.

Puppy Partners (PPs)

Responsible for making sure dogs under the age of 6 months are receiving quality care. These Volunteers make sure customers are aware of animal interaction policies, puppy kennels are kept clean, organized, and stocked. These Volunteers also make sure small adult dogs are walked and cared for as they are housed in the same area.

Feline Friends (FFs)

Responsible for making sure adoptable cats are given quality time and their cages are kept clean. These Volunteers also make sure kennels are kept tidy and organized.

Advanced Feline Friends (AFFs)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for providing comfort and enrichment to cats who are not yet available for adoption, particularly cats housed in Evaluation Cat Rooms. These cats have a variable range of needs, as some are new arrivals to the shelter and others are in the process of receiving medical treatment and/or behavioral evaluation.

Kennel Cleaning Assistants (KCAs)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for assisting Animal Care Technicians with cleaning duties. This will include spending time with animals while cages are being cleaned, stocking kennels, cage cleaning, feeding & watering, and organizing.

Housekeeping Hounds – No Animal Interaction (HHs)

Responsible for making sure laundry and dishes are clean and available for staff and volunteer use. These Volunteers keep the laundry and dishes area tidy and organized.

Photography Volunteers Responsible for taking photos of adoptable animals. These photos will be used on our website and in IndyHumane publications.

Groomers – Professional Training & Experience Required

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for bathing and cutting animals to make them more appealing and healthy.

Vaccine Clinic Assistant (VCAs)

Those under the age of 18 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for assisting with the registration and administrative work involving customers in the Vaccine Clinic. Responsible for clinic stocking, putting together rabies tags, and filing.

Media Volunteer

Those under the age of 21 years and those with special needs that prevent independent volunteering are not eligible for this position

Responsible for transporting adoptable animals to and from WTHR-Channel 13 for Pet of the Week Spot. Must be able to handle dogs and cats without restrictions.

Medical Volunteer Opportunities

To qualify for the following positions, you must:

- Be at least 21 years of age
- Must be able to volunteer independently
- Have experience, be in school for, or first volunteer in-shelter consistently for at least 3 months
- Commit to a weekly schedule for at least 6 months
- No Floaters
- Must complete 3 Shadow Days and be approved by the vet staff
- Be able to handle all types of dogs and cats without any restrictions
- Be able to take direction very well and not have to be micromanaged

Screening Volunteers

Responsible for assisting our Screening Staff Members with animal intake procedures which include but are not limited to: vaccines, de-worming, flea treatments, weighing, taking pictures, collaring, heartworm/feline leukemia testing (blood draws or restraining), kennel set up, and kennel cleaning

Surgery Volunteers

Responsible for assisting Vet Techs and Vets before, during, and after surgery with duties that include, but are not limited to: making surgical packs, obtain pre-surgical statistics, transfer animals to and from surgery room, monitor animals post-surgery

Post-Op Volunteers

Responsible for assisting Vet Techs and Vets after surgery with duties that include, but are not limited to: surgery laundry, monitor animals after surgery, setting up kennels, kennel cleaning, making surgical packs, prep for next surgery day