

Breakdown of Various Volunteer Roles

- ALWAYS clock in and out using the QR code in the breakroom and your volunteer PIN.
- ALWAYS be in the dress code. Meaning wearing your volunteer tshirt and closed toed shoes.
- “Shifts” given here and in volgistics mean when that task is AVAILABLE. If you sign up for an 8-10a morning cleaning shift, that does not mean you have to be there the entire 8-10a shift. Just sometime between those times.

Morning Cleaning

- 8-10a every day
- Help clean cat kennels up front.
- Ask staff member up front to show you where the supplies are. In the morning they will be pulled out.
- Process: lock cat on one side of kennel, pull out everything on that side, scoop out litter box, sweep out kennel, spray down kennel, wipe down kennel, put everything back. Reuse blankets/towels that are not dirty.

Dog Walking

- (Once you're an approved dog walker) - 8a-5p every day except 8a-3p Mondays
- Walk our dogs around the shelter or hang out with them in the play-yards!
- Make sure to read ALL notes on the dog walking board before taking each dog out.
- If the dog is noted “JF” next to their name, meaning Jumps Fences, do not let them off leash in a play-yard.
- Pick up poop
- Don't let dogs interact on leash. If others are walking dogs, make sure to keep your distance.

Doggy Date

- (Once you're an approved dog walker) - 8a-4:30p every day except 8a-2:30p Mondays
- Take a dog offsite for a few hours!
- You can go anywhere in Auburn/Opelika that is dog friendly.
- Do NOT let the dog off-leash or let them meet other dogs.
- Always let the front desk staff know what dog you are taking, so they can have you sign a rule slip and make sure the dog doesn't have an appointment that day.

Cat Companions

- 10a-5p (once morning cleaning is completed) or 10a-3p Mondays
- Hang out with the cats and play with them. Refill food/water if needed.
- Fill out Personality Sheets to let us know what you learned about the cat's personality

Large Dog Playgroup Monitor

- 8-11:30a every day
- Let the front desk staff know you are there to do large dog playgroups.
- You will be given tools (spray bottle, shake can) to correct dogs if needed. Your job will be to monitor the dogs and make sure they are behaving and getting along.
- Take pictures/videos of the dogs to show off their personality. Feel free to email these!
- Follow directions given to you by the staff monitor. For example, they may ask you to not give the dogs pets/attention in certain situations, as some dogs get jealous.